

Applying for Your Retirement

Navigating the Process

State employees:



Non-state employees:



Contact APERS to apply for your retirement.



Contact APERS to apply for your retirement.



Contact EBD to continue your health benefits.



Contact your HR department to determine options for continuing coverage.



If you participate in the Arkansas Diamond Deferred Compensation Plan, contact them for distribution options.



Contact Colonial Life to continue your life insurance.

Contact ARSEBA to continue your voluntary health benefits.



For all employees

Reminders	
Reciprocity	If you have worked in another state-sponsored plan such as ASHERS, LOPFI, ATRS, or ASPRS, contact that plan for your next steps.
Social Security Administration	Contact them for Social Security benefit information.
Annual/Sick Leave Accrual	Contact your HR department to discuss annual and sick leave payouts.

If you are a non-state employee enrolled with Nationwide Retirement Solutions, contact them to discuss your options.



Arkansas Public Employees' Retirement System

Phone: (501) 682-7800
Toll free: (800) 682-7377
Website: www.apers.org



Employee Benefits Division (EBD)

Phone: (501) 682-5500
Member Services: (877) 815-1017
Email: Ask.EBD@arkansas.gov
Website: www.transform.ar.gov/employee-benefits



Colonial Life

Phone: (800) 325-4368
Website: www.coloniallife.com



Arkansas State Employees Benefit Advisors

Phone: (501) 224-5234
Fax: (501) 663-1445
Email: service@arseba.com
Website: www.arseba.com
Toll Free: (888) 224-5233



Arkansas State Highway Employees' Retirement System

Phone: (501) 569-2411



Local Police and Fire Retirement System

Phone: (501) 682-1745



Arkansas Teacher Retirement System

Phone: (501) 682-1517



Arkansas State Police Retirement System

Phone: (501) 682-7800



Arkansas Diamond Deferred Compensation Plan

Phone: (501) 301-9900



Nationwide Retirement Solutions

Phone: (877) 677-3678



Social Security Administration

Phone: (800) 772-1213

• **Reciprocity**

- If you have service under ASHERS, LOPFI, ATRS, or ASPRS, inform that system that you will be retiring.
- If you have not already established reciprocity between APERS and another system, you may do so as you are applying for retirement.

• **Retirement Application (APERS)**

- Apply for retirement no earlier than 90 days in advance and no later than 30 days in advance of the retirement date (all retirement benefits are effective the first day of a month).
- Submit direct deposit information (as part of the application).
- Submit tax withholding information (as part of the application).
- Submit notarized spouse acknowledgment (If you selected straight life and are married).
- Notify your employer that you will be retiring. Ask them to enter your termination date in COMPASS, ESS, or AASIS no later than the 15th of the month prior to your retirement.

• **Supporting Documentation (APERS)**

- Submit proof of age (examples: birth certificate, U.S. Passport, enhanced security driver's license).
- Submit spouse's proof of age (For Option B50 and Option B75).
- Submit marriage license (For Option B50 and Option B75).

• **Insurance Benefits**

- Contact Employee Benefits Division (EBD) at 501-682-5500 if you are a state employee interested in continuing health benefits.
- Contact Arkansas State Employees Benefit Advisors (ARSEBA) at 501-224-5234 to request paperwork if you are a state employee seeking to continue dental, vision, and/or other voluntary benefits, no later than 2 weeks prior to retirement.