



Completing Your Retirement Application



Planning Ahead

Is your record of creditable service complete?

Check with your retirement office to make sure that your record is complete. Make sure that we have a record of all your Massachusetts public service and military service.

Did you have other public service credits?

If you have retirement funds in another Massachusetts public system, tell your retirement office. The funds and service credits can be transferred to your current account. If you have withdrawn funds, you can arrange to buy back the service credits.

Do you have social security credits?

Check with the Social Security Office to determine what benefits you will receive. In many cases, public pension income causes a reduction in Social Security benefits. Make sure you determine how the Windfall Elimination Provision (The WEP) and the Government Pension Offset (The GPO) affect you.

Can you buy military service or previous public service?

Check with your retirement office to see if you qualify to purchase military service or service in a former job in the public sector. The Worcester Regional Retirement System requires a one-time lump sum payment for the purchase of service, so plan ahead.



Steps To Retirement

Request an estimate of your benefit by phone or email us on our website by clicking on Contact Us .

Schedule an appointment for retirement counseling with your spouse or a trusted friend Bring your estimate, birth certificate, marriage certificate & spouse's birth record, if applicable.

Complete your retirement application and mail it in or drop it off at our office.

Required Forms On Our Website



www.wrrboard.org



Click on Forms in the Action Center Box

Action Center

-  About WRRS
-  **Forms**
-  Links of Interest
-  Benefit Calculator
-  Contact Us
-  Upcoming Meetings

Print Forms In Retiree Section

- ✓ Application for Superannuation & Option Form
- ✓ Tax Information For Retirees – W-4 P form (federal taxes)
- ✓ Direct Deposit Form

Forms

Members

- New Member Enrollment Form
- Beneficiary Selection Form
- Social Security Statement Waiver
- Option D Beneficiary Selection Form
- Address Change / Name Change Form
- Application for Withdrawal
- Special Tax Lump Sum Distribution
- Veteran's Buy Back Application

Retirees

- Application for Retirement Superannuation & Option Form
- Tax Information for Retirees - Form-W4P
- Choice of Retirement Option
- Direct Deposit Form



Superannuation (regular retirement) Retirement Application

- Complete application in its entirety
- Divorced and subject to the terms of a Qualified Domestic Relations Order (QDRO), which entitles your ex-spouse to a portion of your benefit, make sure you check “Divorced” box in marital status and the “Yes” box next to question regarding the QDRO.
- Include a copy of the DRO signed by a Judge if it has not already been sent to the Board.

Member's Present Contact Information:

<input type="text"/>	<input type="text"/>	<input type="text"/>
Member's Last Name	Member's First Name	Social Security # (last four)
Street Address: <input type="text"/>		
City/Town: <input type="text"/>	State: <input type="text"/>	Zip Code: <input type="text"/>
Email: <input type="text"/>		
Phone: <input type="text"/>		
Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced		
If Divorced, do you have a Qualified Domestic Relations Order (QDRO) in place? <input type="checkbox"/> YES <input type="checkbox"/> NO		

Retirement Options



Option A: Provides the maximum benefit to the retiree. There is no beneficiary when the retiree passes away.

Option B: Provides the retiree a benefit amount that is approximately 1-2% less than Option A. The retiree designates beneficiaries (not to exceed 100%) on the application. If there are funds remaining in the retiree's Annuity Savings Account (contributions + interest) the amount will be distributed in lump sums according to the retiree's Option B Beneficiary Designation Form. Once the retiree's Annuity Savings Account depletes (approximately 10-12 years), there is no longer a benefit to their designated beneficiaries. However, the retiree's benefit amount does not change. It is paid entirely from the pension fund

Option C: Provides the retiree a benefit amount that is approximately 8-12% less than Option A. The retiree names a beneficiary (parent, spouse, child, sibling or former spouse who has not yet remarried). If the retiree predeceases their beneficiary, they will receive 2/3 of the retiree's gross monthly benefit for the remainder of their life. If the beneficiary predeceases the retiree, the retiree's benefit automatically "pops up" to Option A. Another Option C beneficiary cannot be designated.

Choice Of Option

- **Only** complete sections pertaining to the Option you select.
- Make sure all Witness sections are complete.
- If you are married at the time of retirement, your Spousal Acknowledgement section **must** be completed.



Required Documentation

- All options: A copy of your birth certificate
- Option C: A copy of your marriage certificate and spouse's birth certificate
- Veteran's: A copy of your DD 214



Direct Deposit Form



Remember to include a voided check or photocopy of a blank check.



W-4P Form for Federal Taxes

- Be sure to complete Step 1. a-c & Step. 5
- Please read Sections 2-4 and complete if applicable.
- Can be changed at any time
- WRR Board Staff cannot provide tax advice





Wrapping It Up

1

Send your completed Application, Choice of Option, Direct Deposit & W-4P to the Board by mail or drop it off.

2

You will receive your first payment approximately 8-12 weeks after your date of retirement.

3

Your first check will be retroactive to your retirement date.



Questions?

www.wrrboard.org

Hours: Monday-Friday 8:00 a.m.-4:30 p.m.

Phone: (508) 832-6314

Email: info@wrrboard.org



Best Wishes For A Long &
Rewarding Retirement!