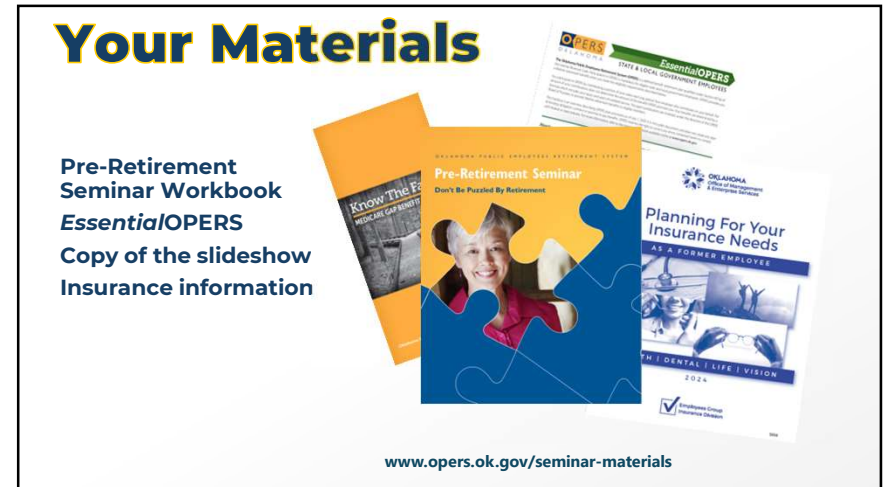




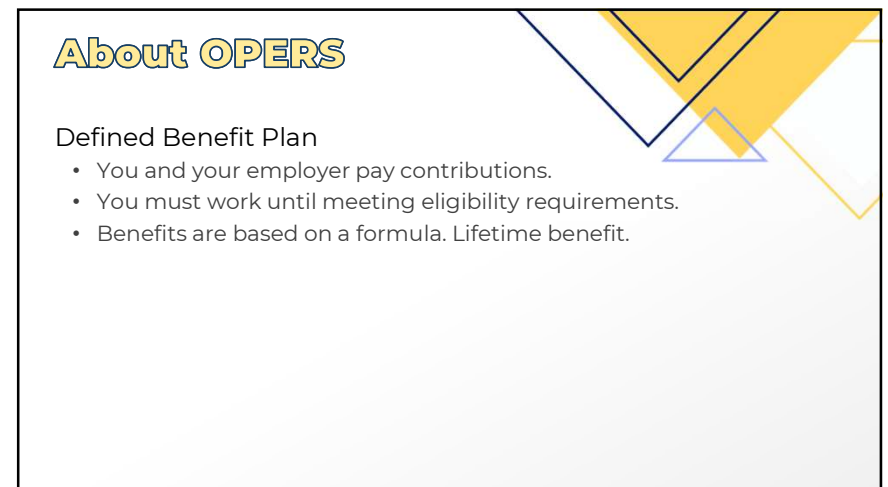
1



5



6



7

How Do I Calculate My Benefit?

	Final Average Salary	\$30,000
	Service Credit	25
X	Computation Factor (2%)	.02
		<hr/>
	Lifetime Annual Benefit	\$15,000

Workbook p. 9

The benefit formula is different for members first entering OPERS on or after November 1, 2012.

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Unused Sick Leave

Hours of Unused Sick Leave	Months of OPERS Service Credit
0 – 159	0
160 – 319	1
320 – 479	2
480 – 639	3
640 – 799	4
800 – 959	5
960 (maximum)	6

May be added to service credit

- If addition causes total credited service to equal or exceed 6 months, service is rounded up to the next year.
- Rounding eliminated for members who begin on or after November 1, 2012. These members will be credited with full years and months of participation.

Workbook p. 11

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Unused Sick Leave Examples

When it adds a year:

21 years 0 months	Service Credit
+	6 months Unused Sick Leave
<hr/>	
21 years 6 months	Total Service
22 years	Total Service Credit

When it does NOT add a year:

21 years 9 months	Service Credit
+	6 months Unused Sick Leave
<hr/>	
22 years 3 months	Total Service
22 years	Total Service Credit

10

When Can I Retire?

Normal (Full) Retirement

Age 62 with **6 years** of full-time equivalent employment

----- OR -----

80 points (age + service credit) if you became a member before July 1, 1992

90 points (age + service credit) if you became a member on or after July 1, 1992

Workbook p. 6

**For members who began participation in OPERS before November 1, 2011.*

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Early Retirement

Ages 55 to 62
10 years of participating service
Permanently reduced

Early Retirement Reduction Factors	
Age	Percentage
62	100.00
61	93.33
60	86.67
59	80.00
58	73.33
57	66.67
56	63.33
55	60.00

Workbook p. 6

**For members who began participation in OPERS before November 1, 2011.*

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Retirement Timeline

- At least 2 years before • Request a benefit calculation
- 3 to 6 months before • Contact retirement coordinator
- 60 days before • *Retirement Application* deadline
- 45 day before • Acknowledgement
- 15 days before • Preliminary statement
- Retirement Day**
- 55 days after • Final benefit statement
- 60 days after • First two deposits

Workbook p. 15

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Benefit Calculation

Within two years of retirement eligibility

OPERS will calculate

- Final Average Salary
- Service Credit
- Retirement Eligibility

Benefit and Service Calculations form

- www.opers.ok.gov/forms



Workbook p. 12

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Deadlines

Contact your Retirement Coordinator
3 to 6 months before
opers.ok.gov/coordinator-listing

Retirement Application deadline
At least 60 days before
opers.ok.gov/dates-and-deadlines



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Gathering Information

Information to Have Available

- Your retirement date
- Your retirement option
- Spouse information, if applicable,
 - Name, date of birth, social security number and address)
- Beneficiary information for retirement benefits

Documents to Upload (PDFs or Images)

- A voided check or letter from your financial institution (direct deposit)
- Proof of date of birth (you and joint annuitant, if applicable)
- Documentation of current marital status.



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Applying for Retirement

Retirement application process is now digital!

Retirement Application page

- How to videos
- Instructions
- List of documents to gather

opers.ok.gov/retire



Workbook p. 18

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Before you start the application...

Congratulations! You have made the decision to start the retirement process. Retiring from work is a major milestone, and one of the most important decisions you will make in your lifetime. Retirement looks and feels different to each individual, but OPERS has many resources available to help you understand planning and timelines.

Watch this video for a tutorial on completing and digitally signing the retirement application.

ADDITIONAL RESOURCES

- [View Seminar Schedule](#)
- [Determine Your Eligibility](#)
- [Calculate Your Benefits](#)

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Before you start the application...

You will be asked to upload or provide information while completing the retirement application. To expedite the application process, have the following ready and available to upload before beginning.

Information Needed to Complete Application

Have the following information easily accessible before starting the retirement application.

- Your retirement date
- Your retirement option
- Spouse information, if applicable. Information will include name, date of birth, social security number and address.
- Beneficiary information for [retirement benefits](#). Information will include name, relationship, date of birth, social security number and address.

Documents to Upload

Have PDFs or images of the following documents ready to upload while completing the form. Files uploaded should include the entire document, including headers and footers, and be clearly legible.

- A voided check or letter from your financial institution to set up your direct deposit.
- Proof of your date of birth and your joint annuitant, if applicable.

ADDITIONAL RESOURCES

- [Attend a Pre-Retirement Seminar](#)
- [Retirement Eligibility](#)
- [Benefit Formula](#)
- [Benefit Details](#)
- [Retirement Coordinator Information](#)
- [Employers Group Insurance Division](#)
- [Federal and Oklahoma Taxes](#)
- [Direct Deposit Information](#)
- [Beneficiary Information](#)

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• Spouse information, if applicable. Information will include name, date of birth, Social Security number and address.

• Beneficiary information for [post-mortem benefits](#). Information will include name, relationship, date of birth, Social Security number and address.

[Beneficiary Information](#)

Documents to Upload

Have PDFs or images of the following documents ready to upload while completing the form. Files uploaded should include the entire document, including headers and footers, and be clearly legible.

- A voided check or letter from your financial institution to set up your [direct deposit](#).
- Proof of your [date of birth](#) and your joint annuitant, if applicable.
- Documentation of your current marital status (e.g., marriage license, divorce decree or death certificate).

Digital Signature & Submitting Your Retirement Application

After completing the online retirement application, you will receive an email with instructions to digitally sign your retirement application through OneSpan. Your application will not be submitted to OPERS until after it is digitally signed. You must follow the instructions and sign your application within the [applicable deadline](#) for your intended retirement date.

Are You Ready to Begin?

Click on the button below to start your Retirement Application.

[Start Retirement Application](#)

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Retirement Application Introduction

Navigation:

- Six tabs at the top; or
- Next button at the bottom

Save as Draft to complete later

Status

- Active - actively employed
- Vested - no longer employed, but have previously vested

OPERS OKLAHOMA

[Introduction](#) [Retirement Application](#) [Direct Deposit](#) [Beneficiaries](#) [Upload Documents](#) [Review & Submit](#)

Retirement Application

Your completed Retirement Application must be received and approved by OPERS at least 60 days before your retirement date. Applications will not be accepted more than six months before your retirement date. Read all the information provided before completing the application. If a mistake is made, OPERS may reject this form and require a new form to be completed to ensure the form is in accordance with your wishes.

Questions with * next to them are required. You cannot submit this application without answering these questions.

Select your retirement system*

- ☐ Oklahoma Public Employees Retirement System (OPERS)
- ☐ Uniform Retirement System for Judges and Judges (URS/J)

Status*

- ☐ Active
- ☐ Vested

Type of Retirement*

- ☐ Normal Retirement
- ☐ Early Retirement (Reduced Benefits)

Intended Retirement Date*

The retirement deadline schedule can be found here: <https://www.opers.ok.gov/tables-and-deadlines/>

[Start](#) [Next Retirement Application](#) [Save as Draft](#)

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Retirement Application

Enter your personal information

The address must be verified to continue.

Information entered here will determine questions and options available later one.

OPERS OKLAHOMA

[Introduction](#) [Retirement Application](#) [Direct Deposit](#) [Beneficiaries](#) [Upload Documents](#) [Review & Submit](#)

Retirement Application

Questions with * next to them are required. You cannot submit this application without answering these questions.

Member Information

First Name* Middle Name Last Name*

Date of Birth* Social Security Number* Gender*

Email Address*

Please provide a personal email address. Do not use your work email address.

Daytime Phone Number* Alternate Phone Number

Example: 405.555.1234 Example: 405.555.1234

Mailing Address*

Street Address

Address Line 2

City State

Postal / Zip Code Country

United States

[Verify Address](#) Please verify this address.

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Retirement Application

Some parts, like Retirement Option, will only show options based on how previous questions were answered.

OPERS OKLAHOMA

[Introduction](#) [Retirement Application](#) [Direct Deposit](#) [Beneficiaries](#) [Upload Documents](#) [Review & Submit](#)

Retirement Application

Marital Status*

- ☒ Married
- ☐ Married, but separated
- ☐ Never married
- ☐ Widowed
- ☐ Divorced

Spouse Information

Spouse's First Name* Spouse's Middle Name Spouse's Last Name*

Spouse's Date of Birth* Spouse's Social Security Number* Spouse's Gender*

Is the spouse's address the same as the member's?*

☐ Yes ☐ No

Retirement Option

To see the Retirement Options, please:

- 1) select a Retirement System in the Introduction tab;
- 2) if necessary, answer are you an Elected Official?
- 3) enter your Date of Birth in the Member Information section above;
- 4) and select your Marital Status.

[Previous: Introduction](#) [Next: Direct Deposit Authorization](#)

[Save as Draft](#)

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Retirement Options

- Maximum → No Survivor Benefits
- Option A → Reduced Benefit + ½ Survivor Annuity
- Option B → Reduced Benefit + 100% Survivor Annuity
- Option C → Reduced Benefit with 10-year term certain

Workbook p. 13

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Maximum Option

Single Life Annuity

- Benefits for one person for life
- No reduction in benefits
- Ex: Suzie retires with this option and receives her maximum benefit, \$1,000 per month.

Workbook p. 13

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Option A

½ Joint and Survivor Annuity

- Payment for two lives
- Reduced lifetime benefit for you
- ½ survivor benefit for life
- Ex: Suzie is 62, and her spouse is two years younger (60). What will her \$1,000 monthly benefit look like with this option?

Workbook p. 13

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Option A Reduction Factors

- Based on the age of retiree and joint annuitant
- Expressed as a percentage of the maximum benefit

Age of Member at Retirement	Age Difference between Member and Joint Annuitant											
	Younger						Older					
	5 yrs	4 yrs	3 yrs	2 yrs	1 yr	0	1 yr	2 yrs	3 yrs	4 yrs	5 yrs	
50	94.29%	94.43%	94.57%	94.64%	94.90%	94.98%	95.12%	95.26%	95.40%	95.53%	95.67%	
55	93.27%	93.46%	93.64%	93.83%	94.01%	94.20%	94.39%	94.57%	94.76%	94.94%	95.12%	
60	91.93%	92.20%	92.47%	92.71%	92.96%	93.22%	93.47%	93.72%	93.97%	94.22%	94.46%	
65	91.64%	91.90%	92.17%	92.44%	92.71%	92.98%	93.25%	93.52%	93.79%	94.05%	94.31%	
70	91.30%	91.58%	91.87%	92.16%	92.45%	92.73%	93.02%	93.31%	93.59%	93.87%	94.14%	
75	90.94%	91.24%	91.54%	91.83%	92.16%	92.46%	92.77%	93.07%	93.37%	93.66%	93.95%	
80	90.54%	90.86%	91.19%	91.51%	91.84%	92.16%	92.49%	92.81%	93.13%	93.44%	93.74%	
85	90.11%	90.45%	90.80%	91.15%	91.49%	91.84%	92.18%	92.52%	92.86%	93.19%	93.52%	
90	87.54%	88.01%	88.48%	88.95%	89.42%	89.88%	90.34%	90.80%	91.25%	91.68%	92.11%	

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Age of Member at Retirement	Age Difference between Member and Joint Annuitant										
	Younger					Older					
	5 yrs	4 yrs	3 yrs	2 yrs	1 yr	0	1 yr	2 yrs	3 yrs	4 yrs	5 yrs
50	94.29%	94.43%	94.57%	94.84%	95.90%	94.98%	95.12%	96.26%	95.40%	95.53%	95.67%
55	93.27%	93.46%	93.64%	93.83%	94.01%	94.20%	94.39%	94.57%	94.76%	94.94%	95.12%
60	91.95%	92.20%	92.71%	92.45%	92.96%	93.22%	93.47%	93.72%	93.97%	94.22%	94.46%
61	91.64%	91.90%	92.17%	92.44%	92.71%	92.98%	93.25%	93.52%	93.79%	94.05%	94.31%
62	91.30%	91.58%	91.87%	92.16%	92.45%	92.73%	93.02%	93.31%	93.59%	93.87%	94.14%
63	90.94%	91.24%	91.54%	91.85%	92.16%	92.46%	92.77%	93.07%	93.37%	93.66%	93.95%
64	90.54%	90.86%	91.19%	91.51%	91.84%	92.16%	92.49%	92.81%	93.13%	93.44%	93.74%
65	90.11%	90.45%	90.80%	91.15%	91.49%	91.84%	92.18%	92.52%	92.86%	93.19%	93.52%
70	87.54%	88.01%	88.48%	88.95%	89.42%	89.88%	90.34%	90.80%	91.25%	91.68%	92.11%

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Age of Member at Retirement	Age Difference between Member and Joint Annuitant										
	Younger					Older					
	5 yrs	4 yrs	3 yrs	2 yrs	1 yr	0	1 yr	2 yrs	3 yrs	4 yrs	5 yrs
50	94.29%	94.43%	94.57%	94.84%	95.90%	94.98%	95.12%	96.26%	95.40%	95.53%	95.67%
55	93.27%	93.46%	93.64%	93.83%	94.01%	94.20%	94.39%	94.57%	94.76%	94.94%	95.12%
60	91.95%	92.20%	92.71%	92.45%	92.96%	93.22%	93.47%	93.72%	93.97%	94.22%	94.46%
61	91.64%	91.90%	92.17%	92.44%	92.71%	92.98%	93.25%	93.52%	93.79%	94.05%	94.31%
62	91.30%	91.58%	91.87%	92.16%	92.45%	92.73%	93.02%	93.31%	93.59%	93.87%	94.14%
63	90.94%	91.24%	91.54%	91.85%	92.16%	92.46%	92.77%	93.07%	93.37%	93.66%	93.95%
64	90.54%	90.86%	91.19%	91.51%	91.84%	92.16%	92.49%	92.81%	93.13%	93.44%	93.74%
65	90.11%	90.45%	90.80%	91.15%	91.49%	91.84%	92.18%	92.52%	92.86%	93.19%	93.52%
70	87.54%	88.01%	88.48%	88.95%	89.42%	89.88%	90.34%	90.80%	91.25%	91.68%	92.11%

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Age of Member at Retirement	Age Difference between Member and Joint Annuitant										
	Younger					Older					
	5 yrs	4 yrs	3 yrs	2 yrs	1 yr	0	1 yr	2 yrs	3 yrs	4 yrs	5 yrs
50	94.29%	94.43%	94.57%	94.84%	95.90%	94.98%	95.12%	96.26%	95.40%	95.53%	95.67%
55	93.27%	93.46%	93.64%	93.83%	94.01%	94.20%	94.39%	94.57%	94.76%	94.94%	95.12%
60	91.95%	92.20%	92.71%	92.45%	92.96%	93.22%	93.47%	93.72%	93.97%	94.22%	94.46%
61	91.64%	91.90%	92.17%	92.44%	92.71%	92.98%	93.25%	93.52%	93.79%	94.05%	94.31%
62	91.30%	91.58%	91.87%	92.16%	92.45%	92.73%	93.02%	93.31%	93.59%	93.87%	94.14%
63	90.94%	91.24%	91.54%	91.85%	92.16%	92.46%	92.77%	93.07%	93.37%	93.66%	93.95%
64	90.54%	90.86%	91.19%	91.51%	91.84%	92.16%	92.49%	92.81%	93.13%	93.44%	93.74%
65	90.11%	90.45%	90.80%	91.15%	91.49%	91.84%	92.18%	92.52%	92.86%	93.19%	93.52%
70	87.54%	88.01%	88.48%	88.95%	89.42%	89.88%	90.34%	90.80%	91.25%	91.68%	92.11%

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Option B

100% Joint and Survivor Annuity

- Payment for two lives
- Reduced lifetime benefit for you
- 100% survivor benefit for life

Ex: Suzie is 62, and her spouse is two years younger (60). What will her \$1000 monthly benefit look like with this option?

Workbook p. 13

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Option B Reduction Factors

Based on the age of retiree and joint annuitant

Expressed as a percentage of the Maximum benefit

Age of Member at Retirement	Age Difference between Member and Joint Annuitant										
	5 yrs	4 yrs	3 yrs	2 yrs	1 yr	0	1 yr	2 yrs	3 yrs	4 yrs	5 yrs
50	89.19%	89.44%	89.69%	89.94%	90.19%	90.44%	90.70%	90.95%	91.20%	91.45%	91.70%
55	87.39%	87.72%	88.04%	88.37%	88.70%	89.04%	89.37%	89.71%	90.04%	90.37%	90.70%
60	85.10%	85.53%	85.97%	86.41%	86.83%	87.30%	87.74%	88.19%	88.63%	89.07%	89.51%
61	84.57%	85.02%	85.48%	85.95%	86.42%	86.89%	87.36%	87.83%	88.30%	88.77%	89.23%
62	84.00%	84.48%	84.96%	85.46%	85.95%	86.45%	86.95%	87.45%	87.95%	88.44%	88.93%
63	83.38%	83.89%	84.40%	84.93%	85.45%	85.98%	86.51%	87.04%	87.56%	88.08%	88.60%
64	82.71%	83.25%	83.80%	84.35%	84.91%	85.47%	86.02%	86.58%	87.14%	87.68%	88.23%
65	82.00%	82.57%	83.15%	83.73%	84.32%	84.91%	85.50%	86.09%	86.67%	87.25%	87.82%
70	77.85%	78.59%	79.34%	80.09%	80.86%	81.62%	82.38%	83.15%	83.90%	84.65%	85.38%

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Age of Member at Retirement	Age Difference between Member and Joint Annuitant										
	5 yrs	4 yrs	3 yrs	2 yrs	1 yr	0	1 yr	2 yrs	3 yrs	4 yrs	5 yrs
50	89.19%	89.44%	89.69%	89.94%	90.19%	90.44%	90.70%	90.95%	91.20%	91.45%	91.70%
55	87.39%	87.72%	88.04%	88.37%	88.70%	89.04%	89.37%	89.71%	90.04%	90.37%	90.70%
60	85.10%	85.53%	85.97%	86.41%	86.85%	87.30%	87.74%	88.19%	88.63%	89.07%	89.51%
61	84.57%	85.02%	85.48%	85.95%	86.42%	86.89%	87.36%	87.83%	88.30%	88.77%	89.23%
62	84.00%	84.48%	84.96%	85.46%	85.95%	86.45%	86.95%	87.45%	87.95%	88.44%	88.93%
63	83.38%	83.89%	84.40%	84.93%	85.45%	85.98%	86.51%	87.04%	87.56%	88.08%	88.60%
64	82.71%	83.25%	83.80%	84.35%	84.91%	85.47%	86.02%	86.58%	87.14%	87.68%	88.23%
65	82.00%	82.57%	83.15%	83.73%	84.32%	84.91%	85.50%	86.09%	86.67%	87.25%	87.82%
70	77.85%	78.59%	79.34%	80.09%	80.86%	81.62%	82.38%	83.15%	83.90%	84.65%	85.38%

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Age of Member at Retirement	Age Difference between Member and Joint Annuitant										
	5 yrs	4 yrs	3 yrs	2 yrs	1 yr	0	1 yr	2 yrs	3 yrs	4 yrs	5 yrs
50	89.19%	89.44%	89.69%	89.94%	90.19%	90.44%	90.70%	90.95%	91.20%	91.45%	91.70%
55	87.39%	87.72%	88.04%	88.37%	88.70%	89.04%	89.37%	89.71%	90.04%	90.37%	90.70%
60	85.10%	85.53%	85.97%	86.41%	86.85%	87.30%	87.74%	88.19%	88.63%	89.07%	89.51%
61	84.57%	85.02%	85.48%	85.95%	86.42%	86.89%	87.36%	87.83%	88.30%	88.77%	89.23%
62	84.00%	84.48%	84.96%	85.46%	85.95%	86.45%	86.95%	87.45%	87.95%	88.44%	88.93%
63	83.38%	83.89%	84.40%	84.93%	85.45%	85.98%	86.51%	87.04%	87.56%	88.08%	88.60%
64	82.71%	83.25%	83.80%	84.35%	84.91%	85.47%	86.02%	86.58%	87.14%	87.68%	88.23%
65	82.00%	82.57%	83.15%	83.73%	84.32%	84.91%	85.50%	86.09%	86.67%	87.25%	87.82%
70	77.85%	78.59%	79.34%	80.09%	80.86%	81.62%	82.38%	83.15%	83.90%	84.65%	85.38%

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Age of Member at Retirement	Age Difference between Member and Joint Annuitant										
	5 yrs	4 yrs	3 yrs	2 yrs	1 yr	0	1 yr	2 yrs	3 yrs	4 yrs	5 yrs
50	89.19%	89.44%	89.69%	89.94%	90.19%	90.44%	90.70%	90.95%	91.20%	91.45%	91.70%
55	87.39%	87.72%	88.04%	88.37%	88.70%	89.04%	89.37%	89.71%	90.04%	90.37%	90.70%
60	85.10%	85.53%	85.97%	86.41%	86.85%	87.30%	87.74%	88.19%	88.63%	89.07%	89.51%
61	84.57%	85.02%	85.48%	85.95%	86.42%	86.89%	87.36%	87.83%	88.30%	88.77%	89.23%
62	84.00%	84.48%	84.96%	85.46%	85.95%	86.45%	86.95%	87.45%	87.95%	88.44%	88.93%
63	83.38%	83.89%	84.40%	84.93%	85.45%	85.98%	86.51%	87.04%	87.56%	88.08%	88.60%
64	82.71%	83.25%	83.80%	84.35%	84.91%	85.47%	86.02%	86.58%	87.14%	87.68%	88.23%
65	82.00%	82.57%	83.15%	83.73%	84.32%	84.91%	85.50%	86.09%	86.67%	87.25%	87.82%
70	77.85%	78.59%	79.34%	80.09%	80.86%	81.62%	82.38%	83.15%	83.90%	84.65%	85.38%

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Option B Limits

Option B joint annuitant selection is limited to either

- member's spouse or,
- a non-spouse who is no more than 10 years younger than the member.

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Joint and Survivor Annuitant (Option A or B)

Must be a specific person (not a trust, charity, pet, etc.)

Cannot be changed after retirement

If your joint annuitant dies before you, you can change to Maximum benefit (unreduced) from that point on.

Consult with OPERS before selecting a joint annuitant 10+ years younger.

Spouse Consent

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Option C

Single life annuity/10-year term certain

- Reduced lifetime benefit
- If you die within the first 10 years of benefit payments, your beneficiary will receive payments for balance of the 10-year period

Option C Beneficiary

- Can be person, charity, trust, etc.
- May be changed at any time

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Option C Reduction Factors

Based on the age of retiree and joint annuitant

Expressed as a percentage of the Maximum benefit

Age	Factor	Age	Factor
55	98.14%	63	96.95%
56	98.05%	64	96.67%
57	97.94%	65	96.33%
58	97.82%	66	95.93%
59	97.69%	67	95.47%
60	97.55%	68	94.94%
61	97.38%	69	94.34%
62	97.19%	70	93.65%

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Retirement Options Examples

	Suzie receives:	Upon Suzie's passing, survivor receives:
Maximum No Survivor Benefit	\$1,000 monthly	No survivor benefit
Option A Reduced Benefit + ½ Survivor Annuity	\$922 monthly	\$486 monthly
Option B Reduced Benefit + 100% Survivor Annuity	\$855 monthly	\$855 monthly
Option C Reduced Benefit with 10-year term	\$972 monthly	\$972 monthly (until ten years have passed since retirement)

Workbook p. 13

BREAK

Retirement Application Direct Deposit

You can upload your Direct Deposit information now or mail it in later.

Take a picture with your phone and upload.

The screenshot shows the OPERS Oklahoma Retirement Application Direct Deposit Authorization form. It includes a navigation bar with links: Introduction, Retirement Application, Direct Deposit, Beneficiaries, Upload Documents, Review & Submit. The main heading is "Direct Deposit Authorization". Below this, it states: "Oklahoma law requires all monthly benefit payments be made by direct deposit to an account in your name. Payments will not begin until this documentation is received from you." It then provides instructions for completing the section, including uploading proof of ownership of a bank account. A note states: "NOTE: Temporary checks and deposit slips are not accepted." At the bottom, there are buttons for "Previous: Retirement Application", "Next: Beneficiary Designation", and "Save as Draft".

Workbook p. 21

Direct Deposit

Benefits are paid via direct deposit

LAST working day of the month

Update anytime

- Contact OPERS to request a Direct Deposit Authorization form



Retirement Application Beneficiary

You must name at least one primary and one contingent beneficiary.

You must provide the following designee information:

- Full legal name
- Date of birth
- Social Security number
- Address
- Relationship

www.opers.ok.gov/beneficiary-forms

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Beneficiary Designation

Retiree Death Benefit(s)

- \$5,000 Death Benefit*
- If applicable:
- Excess Accumulated Employee Contributions
- Final Monthly Benefit Payment

Taxed as ordinary income

- Can be rolled over to defer taxes if 1) spouse is beneficiary, or
- A non-spouse beneficiary rolls it over to an Inherited IRA.

* This is separate from any life insurance you may have and is provided for by OPERS.

Workbook p. 32

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Retirement Application Upload Documents

Upload copies of your vital documents

- Proof of birth for member
- Proof of birth for joint annuitant
- Marriage License
- Divorce Decree
- Death Certificate

Legible copies are accepted. Original documents will not be returned.

Be proactive and send to OPERS today!

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Retirement Application Review & Submit

You must review and acknowledge:

- Retirement Date
- Retirement Type
- Retirement Options

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Retirement Application Review & Submit

You must certify and agree to:

- Accuracy of information
- Retirement type and benefit option cannot be changed after the retirement date
- Beneficiary designation
- Electronic signature process

Accuracy of Information, Selection of Retirement Type, and Selection of Retirement Option.*
☐ I certify all information provided on this application is true and correct to the best of my knowledge. I understand the type of retirement, the type of retirement benefit, and the named joint annuitant, if applicable, cannot be changed on or after my effective retirement date (except upon notice of the death of the joint annuitant under Option A or Option B, in which case the benefit will change to the Maximum Benefit amount).

Death Benefits Beneficiary Designation*
☐ On this form, I have made my beneficiary designations for retired member death benefits from the Oklahoma Public Employees Retirement System. I have read the instructions and understand that this form supersedes and revokes all prior designations and will become effective only when it is received by the Oklahoma Public Employees Retirement System.

Electronic Signature*
☐ Please note that an e-signature is the electronic equivalent of an ink signature. Please complete all areas of the application. Your application is not complete without your e-signature. Your application must be signed before the deadline for your intended retirement date. By submitting this form, you are (a) agreeing to all of the statements in the Acknowledgement, above, and (b) agreeing to use an electronic signature to demonstrate your acceptance of the Acknowledgement. Your electronic signature is as legally binding as a handwritten signature.

Once you have made sure all the information is correct, please press the **Submit** button below to start the signing process.
 After submitting this form, you will receive an email with instructions to digitally sign your retirement application. You must follow the instructions and sign your application within the retirement deadline for your intended retirement date.

Submit

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Electronic Signature

Your Application will not be submitted to OPERS until you verify your signature

- Check your email
- Click the "Go to Documents" link to verify.

Please review and complete the Retirement Application form by clicking on the link below and verifying your signature.

GO TO DOCUMENTS

Please contact OPERS if you did not initiate this change.

Sincerely,
 Your Friends at OPERS

You will receive an email confirmation after verifying your signature

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Retirement Application Deadline

At least 60 days before retirement date

- Retirement Application must be complete and submitted to OPERS by the deadline.
- The Retirement Application is the only document that must be submitted by the deadline.
- opers.ok.gov/dates-and-deadlines



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Retirement Checklist

Attached to the confirmation email

Checklist of the remaining steps for the OPERS retirement process

Includes relevant tips like contacting Social Security.

ESSENTIAL Retirement Checklist <small>OPERS OKLAHOMA</small>		
We know you have questions about retirement even after submitting your application. We are here to help. The checklist below guides you through the rest of the retirement journey. So you can keep you informed about the retirement process by communicating with your specific points. The good news is, if you don't hear from us in-between those times, your retirement application is going smoothly.		
COMPLETED	TIME FRAME	ACTION
RETIREMENT DECISION		
	6 months to 1 year before retirement	Submit Retirement Application.
		Create a retirement file for documents, copies of forms and OPERS correspondence.
		Make sure you submitted these documents: Proof of birth for member and spouse, and applicable marriage license decree or death certificate.
AFTER RETIREMENT		
	4 months before age 65	Contact Social Security regarding when to start benefits.
	3 months before age 65	Contact Medicare about your coverage options.
	60-90 days	Contact OPERS about contacting services in retirement.
	45-60 days before retirement	COMMUNICATION FROM OPERS: OPERS Acknowledgement Letter confirms retirement date and requests any outstanding forms or documents.
	45-60 days	Contact Social Security about setting up direct deposit.
	45-60 days	COMMUNICATION FROM OPERS: Preliminary Benefit Statement information on upcoming benefits and possible information about Social Security.
YOUR RETIREMENT DAY: First day of the month		
AFTER RETIREMENT		
	Are you considering returning to work? Know the rules for working for your same employer or different employer.	
	31 days	Register to withdraw Social Security funds.
	55 days	COMMUNICATION FROM OPERS: First Benefit Statement contains gross monthly benefit, insurance cost for next 60 days and net monthly benefit amount.
	2 months	Remember Social Security checks last working day of second month by direct deposit.
	Second month	Remember Social Security checks last working day of second month by direct deposit.
	Age 72	Remember required minimum distribution rules from Social Security.
Resources		
Have questions? Visit www.opers.ok.gov/help to get answers to the most common questions. Our website is also a great resource for forms and publications.		
OPERS Member Public Employees Retirement System: (800) 858-6177 / (405) 753-1000		
OPERS Member Public Employees Retirement System: (800) 858-6177		
OPERS Group Insurance Division (GID): www.opersok.gov / (405) 753-1000		
For additional resources, visit www.opersok.gov or call (405) 753-1000. For more information, visit www.opersok.gov or call (405) 753-1000. For more information, visit www.opersok.gov or call (405) 753-1000.		
Oklahoma Public Employees Retirement System 1500 N. Lincoln Blvd., Suite 1000 Oklahoma City, OK 73102 (405) 753-1000 • www.opersok.gov		

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Application Approval

Acknowledgement Letter

- Confirms your retirement date
- Ask for missing documents

Spouse consent

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Spouse Consent

If you are married at retirement

- You may name your spouse as the joint annuitant under Option A or B.

Your spouse must consent to:

- choosing another retirement options; or
- choosing an alternate joint annuitant.



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Preliminary Benefit Statement

15 days before retirement date

Estimated gross benefit amount

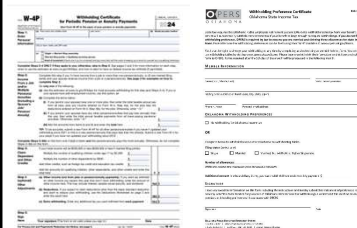
Link to tax withholding forms

Medicare Gap eligibility

Information on Returning to Work

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Tax Withholding



Federal tax

- OPERS uses the IRS Form W-4P
- Default is single with zero adjustments
- Digital form is much easier to fill out. Less opportunities for mistakes

State tax

- OPERS form
- Default is married with three allowances

After tax contributions reduce your tax liability.

Update your forms anytime

Workbook p. 26

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W-4P
Withholding Certificate
for Periodic Pension or Annuity Payments
OMB No. 1545-0047
2022

Federal tax withholding considers your total income

May enter job, other pension or other income

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OPERS
OKLAHOMA
Withholding Preference Certificate
Oklahoma State Income Tax
155-10008-02
21

\$10,000 of your benefit is excluded from Oklahoma income taxation

State tax withholding considers only your OPERS benefit

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Taxes

Benefits are considered income for tax purposes.

You can have state and federal taxes withheld from your retirement benefits.

OPERS will send you a 1099-R at the end of January each year.

1099-R
Distributions From Pensions, Annuities, Profit-Sharing Plans, IRAs, Insurance Contracts, etc.
OMB No. 1545-0047
2024

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Medicare Gap Benefit Option

Know The Facts
MEDICARE GAP BENEFIT OPTION

Members under age 65

Temporary increase to monthly benefit amount (\$268.96 for 2025)

After age 65, permanent decrease to monthly benefit amount

Decrease will sometimes be MORE than the increase amount

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Medicare Gap Benefit Option

Example: Normal benefit \$1000 per month.

Benefit with Medicare Gap Benefit Option:

Retirement Age	<65	65+
62	\$1,269	\$911
55	\$1,269	\$606

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Retirement First Benefits

Retirement Date

- First of the month

55 days after retirement date

- Final benefit statement

60 days after retirement date

- Your first two benefits are deposited

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Retirement Timeline

At least 2 years before	• Request a benefit calculation
3 to 6 months before	• Contact retirement coordinator
60 days before	• <i>Retirement Application</i> deadline
45 day before	• Acknowledgement
15 days before	• Preliminary statement
Retirement Day	
55 days after	• Final benefit statement
60 days after	• First two deposits

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Retired Returning to Work

Non-OPERS employer

No effect on your OPERS benefit

OPERS-participating employers

No pre-arranged employment agreements per State law and IRS Code

Same employer from which you retired

One-year "cooling-off" period, or must waive benefits

Different OPERS employer

One month waiting period, or your benefit will be canceled

Workbook p. 28

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Returning to Work with OPERS

Decide to continue or waive benefits

- Post-Retirement Employment Election form
- Benefits will be subject to earnings limits
- Waiving benefits and working for three full years allows you to retire a second time

Pay contributions

Earn service credit

- Benefit increases every one year of full-time work.

Workbook p. 29

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Earning Limitations

Benefit subject to Social Security earnings limitation

When you approach earnings limit:

- Status of Post-Retirement Employment form
- Choose to continue or terminate employment

Social Security Administration (SSA) Earnings Limits		
Will not reach SSA Full Retirement Age in 2025	Up to the point you reach SSA Full Retirement Age in 2025	Once you reach the SSA Full Retirement Age
\$23,400	\$62,160	No Limit

Workbook p. 29

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SoonerSave



Defined Contribution Plan

- Voluntary
- No specific benefit promised
- Participant is primarily responsible for making contributions and managing those assets
- Supplements retirement income from Defined Benefit Plan

Workbook p. 40

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SoonerSave Plans

The SoonerSave program is comprised of two separate plans:

- 457 Plan – Your deferrals and investment income
 - Traditional (Pre-tax plan)
 - Roth (Post-tax plan)
- 401(a) Plan – \$25 monthly contribution by the State and investment income.

Workbook p. 40

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SoonerSave Contribution Limits 2025

IRS sets limits annually

Age 50+ Catch-up is automatic

457 Plan Catch-up

- Last three years before retirement
- Must have previously under contributed
- Must be approved to participate

Regular	\$23,500
Age 50+ Catch-up	\$31,000
Age 60 to 63 Catch-up	\$34,750
457 Standard Catch-up	\$47,000

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SoonerSave Annual Leave Contribution

Accumulated annual leave payout may be contributed into SoonerSave

Contact your agency coordinator

Forms due the month before annual leave will be paid out (approximately 30-45 days before last day on payroll)

You must not exceed the IRS contribution limit for the year.

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SoonerSave In Retirement

No additional deferrals to either plan

Roll-in still accepted

Funds may be left in the plan at retirement and withdrawn later

31 days waiting period after retirement

Set up banking information online now for faster withdrawals later

Update your SoonerSave beneficiaries online

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SoonerSave Distributions

You have several withdrawal options

- Whole or partial lump sum
- Periodic payments

Call Empower to begin a distribution: 877-538-3457

Paid by direct deposit or check

- Set up banking information online now for faster withdrawals later

Taxed as regular income

- NOTE: 401(a) - penalty may apply to withdrawals prior to age 59½, unless rollover to IRA or qualified plan

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SoonerSave Required Minimum Distribution (both plans)

You can delay distribution until the latter of:

- The year you turn age 73
- The year you retire from a SoonerSave participating employer

Failure to receive required minimum distribution could lead to a tax penalty.

As of 2024, RMD applies to 401(a) and Pre-tax 457(b) plans. Roth 457 is not included.

Workbook p. 40

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**The following insurance
information is provided by
the Employees Group
Insurance Division (EGID) as
a courtesy.**

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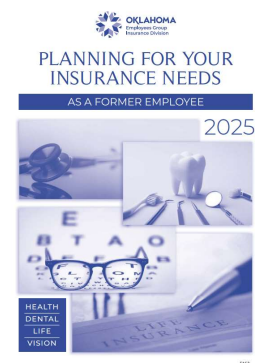
Agenda

Today we are going to review:

- Materials, years of service and how to retain your insurance benefits.
- Covering dependents after retirement.
- Things to know before you retire.
- Plan Benefits that are available.
- Forms.
- Premiums and Life Insurance.

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Insurance Booklet



opers.ok.gov/pre-retirement-webinar-material

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Years of services

Reminder:

When leaving active employment, a cobra packet will be sent.

You can disregard if you complete the insurance retirement application.

Vest No OPERS contribution toward health Plan	Worked long enough to retain benefits, but not ready to receive a retirement check
Retire OPERS contribution of \$105 toward health Plan	Worked long enough to retire and receive a retirement check
Oklahoma Pathfinders No OPERS contribution toward health plan	Worked five years minimum of creditable service.

Page 2

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Insurance Benefits

You may *continue or begin* most benefits your employer offers with EGID.

Life coverage *must be* in effect at least 30 days prior to your retirement.

Retain all coverage you think you will need.

After retirement has started, you can reduce benefits, but you cannot add benefits (except for vision coverage).

Page 3

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Insurance Benefits, Continued

At retirement you can make plan changes when:

- You or your covered dependents are Medicare eligible.
- If you move outside your plan's service area.
- Remember:
- Dependent coverage must be with the same carrier as the member.

Page 3

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Coverage for your dependents

You may elect to continue or begin coverage for dependents at retirement.

Dependents cannot be added after retirement except:

- Loss of other group insurance.
- Adoption or legal guardianship (up to age 26).
- Marriage (Spouse must be added within 30 days).

You must notify EGID in writing within 30 days.

Page 3 & 4

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Things to know before you retire

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Page 4

Did you know:

If you have a spouse that is activity working with an EGID participating employer group, you can DEFER health, dental, and vision to your spouse's coverage until they leave active employment.

If you worked past age 65:

1) Contact Social Security

It is the member's responsibility to enroll in Medicare Part A and Part B.

Activate your Part B Medicare coverage.

2) Have your employer complete the CMS 564 form.

The form is available by calling Medicare or visiting the Medicare website.

As long as you provide proof of credible coverage, you will not incur a late enrollment penalty.

3) Review the Insurance Booklet and select the retirement benefits that are right for you.

Remember:

If you remain working past 65, you may contact Social Security to delay your enrollment in Medicare Part B. Your employer insurance will be primary payer while working.

<https://www.ssa.gov>

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Plan Options Available

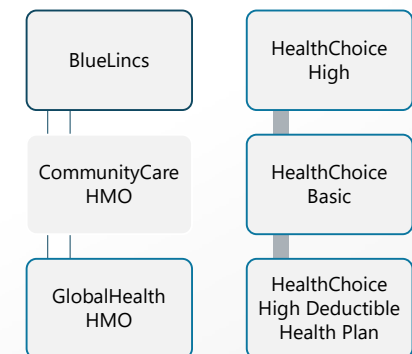
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Page 4

Did you know:

Pre-Medicare plans are the same plan options as active plans.

Pre-Medicare Plans



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Medicare Advantage Prescription Drug Plans

MAPD HMO

- CommunityCare Senior Health Plan.
- Generations by GlobalHealth.

MAPD PPO

- BCBSOK – MAPD.
- Humana National MAPD.

Medicare Supplement Prescription Drug Plans

Medicare supplement

- BCBSOK – BlueSecureSM.
- HealthChoice SilverScript High Option.
- HealthChoice SilverScript Low Option.

Medicare Part A & B is required for BlueSecure.
Medicare Part A & B is recommended for HealthChoice SilverScript options.

Medicare Part A & B is required

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Parts of Medicare

Part A (no monthly fee)

- Hospital insurance including: Hospital inpatient care, skilled nursing facilities, hospice care

Part B (monthly fee)

- Medical insurance including: Doctor visits, preventive services, outpatient services, radiology, lab services

Part C (replaces original Medicare)

- Medicare Advantage plans

Part D

- Prescription drug coverage governed by Medicare, but offered through insurance companies or their affiliates.

Page 5

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Medicare supplement

- BCBSOK – BlueSecureSM.
- HealthChoice SilverScript High Option.
- HealthChoice SilverScript Low Option.

- Can see any doctor who participates with Medicare anywhere in the United States.**
- Designated PCP is not required.**
- Supplements your Part A and Part B benefits.**
- Part D or creditable prescription drug coverage is included.**

Page 6

Must complete and submit to EGID:
Application for Medicare Supplement With Prescription Drug Plan.

A new ID card will be issued.

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Medicare Advantage MAPD HMO Plans

- Must be enrolled in Medicare Part A and Part B.
- Replaces Medicare and administers health benefits.
- Must live in MAPD plan's ZIP code service area.
- Designated PCP must coordinate all your medical services.
- Part D or creditable prescription drug coverage included.
- Cannot change plans if PCP leaves your network.
- Must complete and submit to EGID:
 - Application for Medicare Advantage Prescription Drug (MAPD) Plan.

MAPD HMO

- Community Care Senior Health Plan.
- Generations by GlobalHealth.

Page 6

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Medicare Advantage MAPD PPO Plans

- Obtain routine and other scheduled services anywhere in the U.S. as long as the provider participates in Medicare and agrees to accept the MAPD plan.
- Designated PCP not required.
- No referrals required.
- Medical precertification may be required.
- Provide Part D or creditable prescription drug coverage.
- Must complete and submit to EGID:
 - Application for Medicare Advantage Prescription Drug (MAPD) Plan.

MAPD PPO

- BCBSOK - MAPD.
- Humana National MAPD.

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Insurance Forms Required

Remember:

Any break in coverage will cancel your insurance and future eligibility.

To continue your insurance benefits:

- Complete the application for Retiree/Vest/Non-Vested/Defer Insurance (A1-A3).

If you are Medicare eligible you will also need the:

- Medicare Supplement Plan Application (B1-B4); or the
- Medicare Advantage Prescription Drug (MAPD) Application (C1-C4).

It is critical that your application is received the month before you terminate current employment.

Page 5

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Insurance Retirement Form

KEEPING a Medicare Plan

Medicare Supplement Plan Application (B1-B4)

MAPD Application (C1-C4)

OKLAHOMA
Office of Management
& Enterprise Services

Employee Group Insurance Division
APPLICATION FOR RETIREE/VESTED
NON-VESTED/DEFER INSURANCE COVERAGE

RETIREMENT SYSTEM ☐ OPERS ☐ TRS ☐ OLERS ☐ PATHFINDER ☐ OTHER

My member status will be ☐ Retiree ☐ Vested ☐ Non-vested ☐ Defer (See instructions on page 3.)

For Defer only: Spouse's Social Security number or member ID number _____

☐ Consent my dependent and authorize any retiree/vested/non-vested insurance coverage.

MEMBER INFORMATION

SSN or member ID _____ Member's birth date _____ Gender ☐ Male ☐ Female

Member's name First M.I. Last Employee

Mailing address Street Apt. #/suite City State ZIP code

Phone _____

Location of residence _____

MEMBER HEALTH PLAN ☐ Add/keep ☐ Drop ☐ Defer

Health plan name _____ ☐ Check if Medicare-eligible*

Primary physician (MD/DO only) _____ ☐ Current patient ☐ New patient

* If you and/or your dependents are eligible for Medicare, an additional application must be completed. Please contact EGID Member Services to request an application.

MEMBER DENTAL PLAN ☐ Add/keep ☐ Drop ☐ Defer

Dental plan name _____ Ex. 10/01/2012 Date

Primary dentist (Physician only) _____ ☐ Current patient ☐ New patient

MEMBER VISION PLAN ☐ Add/keep ☐ Drop ☐ Defer

Vision plan name _____

MEMBER LIFE INSURANCE

You are hereby irrevocably electing to keep or drop your current life insurance. You cannot request to reactivate life insurance that has been dropped. You must keep life insurance on yourself to be able to keep life insurance on your dependents. You cannot increase life insurance while the election. Life insurance cannot be reduced and must be issued to a primary retiree/vested member.

☐ I elect to keep \$ _____ (\$5,000 to \$40,000 or \$5,000 more) of member life insurance at a flat rate per \$5,000 of coverage.

☐ I elect to keep \$ _____ (amount above \$40,000 or \$5,000 more) of additional life insurance.

Revised 12/20/2011

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Insurance Forms Chart

Forms you must complete to continue insurance when you leave active employment

Insurance forms	If you are a pre-Medicare member	If you are a member enrolling in a Medicare supplement plan	If you are a member enrolling in a Medicare Advantage Prescription Drug (MAPD) Plan
Application for Retiree/Vested/Non-Vested/Defer Insurance Coverage (Page A1)	Yes	Yes	Yes
Application for Medicare Supplement With Prescription Drug Plan (Page B1)	No	Yes Each enrollee must complete an application	No
Application for Medicare Advantage Prescription Drug (MAPD) Plan (Page C1)	No	No	Yes Each enrollee must complete an application
Beneficiary Designation form (if continuing life insurance coverage) (Page D1)	Yes	Yes	Yes

Back of Insurance Booklet

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LIFE Insurance

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[illegible]

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Insurance Life Insurance

Life Insurance

- Retain all life insurance in effect while you were an active employee.
- Life insurance must be kept in \$5,000 increments.
- \$3.12 per \$1,000 up to \$40,000; \$41,000 and greater are age-rated.
- Complete a beneficiary form if you are retaining life insurance – please keep this information current.

Dependent Life Coverage

- You may retain all of the amount carried on your dependents while you were an active employee.
- \$1.56 per \$500.
- Amounts can be different for spouse and children.

Page 3

Dependent Life Coverage

- You may retain all of the amount carried on your dependents while you were an active employee.
- \$1.56 per \$500.
- Amounts can be different for spouse and children.

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[illegible]

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Insurance Surviving Dependents

Surviving dependents have 60 days to notify EGID that they wish to continue insurance coverage.

Surviving dependent children may continue coverage, including Dependent Life, until age 26.

A surviving spouse may continue coverage, including Dependent Life, as long as the premiums are paid. The spouse will pay the primary member rate.

(Retirement system contributions will not apply)

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Reminders

Moving

- Contact EGID to update your address.
- If you are pre-Medicare and, on an HMO, you may need to enroll in a new plan.
- Medicare members can live anywhere in the USA and use any providers contracted with Medicare with certain plans.

Option Period

- You will continue to have an annual Option Period.

Contribution

- \$105 from OPERS toward medical premiums
- (rate sheet does not include the \$105 contribution)

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Thank You!

OPERS/SoonerSave

P.O. Box 53007
Oklahoma City, OK
73152-3007

(405) 858-6737
(800) 733-9008

www.opers.ok.gov
www.soonersave.com

How Did We Do?



opers.ok.gov/prs-eval

EGID

Office of Management
and Enterprise Services

(405) 717-8780
(800) 752-9475

www.omes.ok.gov
www.healthchoiceok.com

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