



Steps to Retirement

Recommended actions leading up to retirement

1. Register or login into your online **MyNERB Account** by visiting our website: www.nmerb.org.
2. Eligible members considering retirement within the next twelve months may request an audited benefit estimate. Download the **Request for Benefit Estimate Form** on the **Download Forms** tab on the website (www.nmerb.org) and follow the instructions.

Part I: Retirement Application---Submit your **Retirement Application** *approximately 90 days* (3 months) prior to your anticipated retirement date.

☐ **STEP ONE: Member Completion**

- Complete the **Member Completion** section on page one of the NMERB Retirement Application.
- Verification of your date of birth must accompany your Retirement Application.
- You may request the application from your Human Resources Office or download the document from the NMERB website on the **Download Forms** tab.
- When NMERB is in receipt of your completed Retirement Application (to include verification of your date of birth and the employer certification), we'll mail a letter informing you of the status.

☐ **STEP TWO: Employer Certification**

Note: Inactive members (no longer employed by a NMERB employer) who terminated employment 90 days prior to their effective retirement date are not required to complete the Employer Certification.

- Active members (currently employed by a NMERB employer) give your employer the Retirement Application with the **Member Certification** section finished.
- Your current employer will fill out the **Employer Certification**.
- A complete Retirement Application *must* be submitted to NMERB.

Part II: Final Retirement Documents (You're almost done!)

NMERB will mail your **Final Retirement Documents** for completion *approximately 45 days* (6 weeks) prior to your effective retirement date. However, if your documents are not received timely or there are questionable quarters, your **Final Retirement Documents** will be mailed to you as soon as administratively possible.

☐ **STEP THREE: You must **complete and return** the following documents to NMERB:**

- ☐ Final Selection of Benefit Form (*this form **MUST** be notarized*)
- ☐ Authorization for Direct Deposit Form
- ☐ State and Federal Tax Deduction Form
- ☐ Post-Retirement Employment Notice
- ☐ Permanently Reduced Rate Calculation Notice (*if applicable*)

☐ **STEP FOUR:** Once NMERB has received all required documents, you'll be placed on payroll and a letter will be mailed to your home of record. Your monthly benefit payment will be directly deposited into your bank account on the last working day of the month. For your convenience, your **payment details** may be viewed online at <http://www.nmerb.org>.

If you have any questions, email Member.Help@state.nm.us call (1866) 691-2345, or visit: <http://www.nmerb.org>.