

When you retire is up to you. The longer you work and contribute to the Arizona State Retirement System (ASRS), the more your retirement benefit will be.

You may choose to retire during your “normal retirement” period with full benefit. You may take an “early retirement” with a reduced benefit. Or, you may increase your benefit by working past your normal retirement date, also referred to as “late retirement.” This decision is entirely up to you.

For additional details on when to retire and calculating your retirement benefit visit the “**Preparing for Retirement**” and “**Educational Meetings**” webpages located on the ASRS website.

ASRS member educational tools, retirement benefit estimator, the online retirement application and your secure homepage can all be accessed by going to the ASRS website: www.azasrs.gov

You may also contact the local Arizona State Retirement System office at:

Arizona State Retirement System
7660 East Broadway Blvd., Suite 108
Tucson, Arizona 85710-3776
Phone Number: 239-3100
Website: www.azasrs.gov

CORP and PSPRS members must contact their local Board Representative to file for retirement.

EORP members must contact PSPRS at 602-255-5575 and work with the Elected Official Representative.

Follow these steps within the time periods recommended and you can avoid last minute complications.

THREE TO FIVE YEARS BEFORE RETIREMENT

- ❖ ASRS recommends that you view the On-Demand Webcast for members approaching retirement, as well as registering and attending pre-retirement webinars.
- ❖ Review your annual ASRS benefit statement for the latest year of service and verify that your information is correct. This statement is available by logging into your secure homepage on the ASRS website.

SIX MONTHS TO ONE YEAR BEFORE RETIREMENT

- ❖ ASRS recommends that you attend an ASRS sponsored *group meeting* to prepare for retirement. To register for a meeting, log into your secure homepage, click on the “**Member Meetings**” link listed under “**Communications & Education**” on the left navigation column.
- ❖ Choose your retirement date and use the same date on all of your paperwork. This will prevent delays in the effective date of your benefits.

*Note: Your last day of employment and your retirement date cannot be the same day. Your last day of employment is typically the day before your retirement date.

FOUR MONTHS BEFORE RETIREMENT

- ❖ Submit your completed application to ASRS at least four months prior to your

planned retirement date. ASRS needs time to process your application.

- ❖ For assistance completing the ASRS retiree application, contact ASRS and a benefits advisor can assist you.
- ❖ Contact your local Social Security office to determine when you will be eligible for Social Security and/or Medicare benefits.

TWO WEEKS TO ONE MONTH BEFORE RETIREMENT

- ❖ If you are **not eligible** for Medicare and are interested in continuing your Pima County health insurance coverage see the COBRA General Notice and COBRA rates on the Benefits website.
- ❖ Last but not least, inform the department in which you work of your plans to retire. It is customary to give at least a two week notice.

Does this sound like a lot of work? It really isn't, as long as you remember that a little planning will make it easier to complete this process and move on to the more relaxing and enjoyable days of RETIREMENT.

When you begin making plans for retirement and find you have questions, do not hesitate to call the Human Resources Department. We will be happy to assist you.

For additional information or further questions, contact:

❖ Human Resources Department
Benefits Division:

150 W. Congress, 4th floor
Tucson, Arizona 85701-1317
Phone Number: 724-8464

❖ Social Security Administration Office:

3500 N. Campbell Ave.
Tucson, Arizona 85719
Phone Number: 1-800-772-1213
website: www.ssa.gov

❖ Arizona State Retirement System:

7660 East Broadway Blvd. Suite 108
Tucson, Arizona 85710-3776
Phone Number: 239-3100
website: www.azasrs.gov

❖ Members of the Public Safety
Personnel Retirement System;
Corrections Officer Retirement Plan;
Elected Officials Retirement Plan,
contact your local board or the Phoenix
Office of PSPRS:

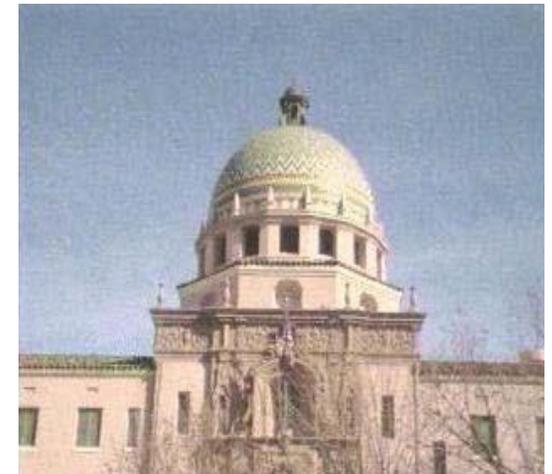
3010 E. Camelback Rd. 2nd Flr.
Phoenix, AZ 85016-4416
Phone Number: 602-255-5575
Website: www.psprs.com

PROVIDED FOR YOUR INFORMATION BY:

Pima County Government
Human Resources, Benefits Div.
150 West Congress, 4th Floor
Tucson, Arizona 85701-1317

Contact the Pima County
Human Resources Department
Benefits Division at: 724-8464

ARE YOU PLANNING ON RETIRING SOON?



A guide to help take you through the Pima County steps to retirement.