

**Your OPSRP Pension Program and  
Individual Account Program (IAP)  
Pre-Retirement Guide**

**For PERS members hired after August 28, 2003**



## How to contact us

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PERS Salem . . . . .	888-320-7377
Oregon Savings Growth Plan . . . . .	888-320-7377
PERS Health Insurance Program . . . . .	503-224-7377 (Portland)
PERS Health Insurance Program toll free . . . . .	800-768-7377
PERS long term care insurance (UNUM) . . . . .	800-227-4165

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PERS Salem . . . . .	503-603-7655

### Website

PERS website . . . . .	<a href="http://www.oregon.gov/pers">www.oregon.gov/pers</a>
Oregon Savings Growth Plan . . . . .	<a href="http://www.oregon.gov/pers/OSGP">www.oregon.gov/pers/OSGP</a>
PERS Health Insurance Program . . . . .	<a href="http://www.pershealth.com">www.pershealth.com</a>
Social Security Administration . . . . .	<a href="http://www.ssa.gov">www.ssa.gov</a>
Oregon Department of Revenue . . . . .	<a href="http://www.oregon.gov/dor">www.oregon.gov/dor</a>
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This *Pre-Retirement Guide* is for general informational purposes only and is not intended to provide legal advice. If there is any conflict between this publication and federal law, Oregon law, or administrative rules, the law and administrative rules shall prevail.

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# Introduction: Getting Ready to Retire

## *What you need to know before completing your Oregon Public Service Retirement Plan (OPSRP) Retirement Application*

### **Thinking about retirement?**

All retiring members need to answer the following questions:

- Am I eligible to retire from the OPSRP Pension Program? (See [page 6](#).)
- When should I retire?
- What payment option shall I choose?
- Is my beneficiary designation correct?
- Do I want my payment deposited directly to my financial institution?
- How much federal or Oregon state tax shall I have withheld?

### **Pre-retirement resources**

Many informational services are available to help you plan your retirement. We recommend you:

- visit Online Member Services (OMS) to create a benefit estimate;
- request a benefit estimate when you are within two years of the date you want to retire;
- attend an OPSRP group education session;
- attend a Retirement Application Assistance Session;
- visit the PERS website ([www.oregon.gov/pers/](http://www.oregon.gov/pers/)) for up-to-date information and online forms; and
- if you still have questions, call Member Services at 888-320-7377, TTY: 503-603-7766 or email PERS at [PERS.Member.Services@state.or.us](mailto:PERS.Member.Services@state.or.us).

### **Important information**

As an OPSRP Pension Program member, you also have an Individual Account Program (IAP) account. The [retirement application](#) includes forms for both programs.

For retirement dates beginning January 1, 2011, when you retire from the OPSRP Pension Program, you must also retire from the IAP, and you must be separated from all PERS employers to do so.

Turn in your retirement application within the 90 days before your effective retirement date.

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### Are you eligible to retire?

You are an OPSRP Pension Program member if you were hired by an employer covered by the Public Employees Retirement System (PERS) after August 28, 2003.

To be eligible to retire, you must be vested and have reached retirement age.

***Police officer or firefighter:*** To retire at the early or normal retirement age for a police officer or firefighter, you must have worked continuously as a P&F member for at least 60 months (five years) immediately preceding your retirement, **and** your effective retirement date **must be the first of the month following your separation from P&F employment.**

### Vesting

You vest on the earliest of the following dates:

a) The date on which you have completed at least 600 hours of service in each of five calendar years. The years do not have to be consecutive; however, if you are not vested and you perform service for less than 600 hours for five consecutive years, hours of service performed before the first year of the five consecutive years will be disregarded for purposes of vesting.

b) The date on which an active (working) member reaches normal retirement age.

c) The date at which a person of normal retirement age becomes a member.

d) If the Pension Program is terminated, the date on which the termination becomes effective, but only to the extent the Pension Program is funded.

### Retirement age

If you retire at normal retirement age, you will receive full benefits. If you retire earlier, you will receive a reduced benefit.

### Normal retirement age with full benefits

***General service:*** Age 65 or age 58 with 30 years or more of retirement credit.

***Police officer or firefighter:*** Age 60 or age 53 with 25 or more years of retirement credit.

### Early retirement age with reduced benefits

***General service:*** Age 55 or if you have 25 or more years of retirement credit as a telecommunicator (911 Operator), you can retire at any age; however, you are not eligible for a cost-of-living adjustment (COLA) until you reach age 55.

***Police officer or firefighter:*** Age 50. (See *Are You Eligible to Retire* above for specific requirements.)

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### Withdrawing account

If you do not meet eligibility requirements to retire from the OPSRP Pension Program but are inactive and vested, you can withdraw your account if the actuarial equivalent of your benefit under the Pension Program at the time of withdrawal is \$5,000 or less. The withdrawal will be paid in a lump sum. If you are subsequently reemployed in an OPSRP-qualifying position, all retirement credit accrued before the withdrawal is lost, and you must reestablish membership in the OPSRP Pension Program. The Member Account Withdrawal Application is posted on the PERS website.

### Work After Retirement Information for OPSRP Pension Program Retirees

**If you return to employment with a private or non-PERS-covered employer**, your OPSRP Pension Program retirement benefits will continue unchanged. PERS does not limit the hours you may be employed or the amount of money you can earn from a private employer or a non-participating public employer.

**If you return to employment with a PERS-covered public employer after retirement**, Oregon statutes impose certain limitations on that employment. If you decide to return to work with a PERS-covered employer after retirement, you can control the number of hours you work and whether you comply with or violate the limitation. Your retirement will be canceled if you exceed 599 hours in a calendar year.

**Compliance with the statutory limitations is your responsibility.** If you exceed the work-hour limitations, you will be accountable. PERS recommends that you track the hours you work to avoid exceeding the work-hour limitations for each calendar year.

Refer to [Working After Retirement for OPSRP Members](#) for additional information. You can find this on the PERS website. You can also call Member Services to request a copy.

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### Information for registered domestic partners

The law requires PERS to provide benefits to a registered domestic partner to the same extent that a spouse would be entitled to PERS benefits under the plan unless it would conflict with the plan's federal tax qualification. Registered domestic partners should complete PERS forms as a "spouse" wherever that's indicated and are considered "married" whenever spousal consent is required.

Registered domestic partners will be required to provide the necessary paperwork to establish their status, just as PERS requires of married couples. For example, in the event of a member's death, a registered domestic partner must submit the Certificate of Registered Domestic Partnership to apply for PERS benefits as that member's spouse or, in the event a registered domestic partnership is dissolved, a certified copy of a Judgment of Dissolution of Domestic Partnership must be received by PERS and approved as administrable before an alternate payee award can be established.

There are several exceptions when tax qualification requirements mean that PERS will provide benefits to registered domestic partners differently than spouses:

- If you choose either the Full Survivorship or the Full Survivorship Increase Option with your registered partner as the beneficiary and your registered partner is more than 10 years younger than you, the benefit paid will be adjusted.
- If you choose the Full Survivor Increase Option or the Half Survivorship Increase Option, choose your registered partner as the beneficiary and later legally dissolve your domestic partnership, your benefit will not be increased. If you named your registered partner as your beneficiary, your benefit will only increase if your registered partner dies before you.
- If your death benefit distribution is eligible to be rolled over, your registered domestic partner may be able to roll over only to a particular IRA. Please see the note below about consulting a qualified tax professional for more information.

Federal income tax law may apply differently to a registered domestic partner who receives any PERS benefit. Please consult with a qualified tax professional if you have questions about the federal income tax aspects of a PERS benefit.



## Section A: OPSRP Pension Program

### Part One: Retirement Options

#### General retirement option information

You can select from five different options. There is a non-survivorship option and four survivorship options.

**Retirement options cannot be changed after your effective retirement date.**

**You cannot change your beneficiary after your effective retirement date.**

You may also want to consult a qualified financial advisor or a tax consultant.

If your monthly pension benefit is less than \$200 before any reductions for early retirement or payment option selection, you will receive a one-time lump-sum payment that represents the actuarial equivalent of the present value of the pension. You must still apply for benefits. PERS will contact you with more information if this happens.

#### Non-survivorship option

**Single Life Option** – This benefit is paid monthly for your lifetime. No benefit of any kind is paid to anyone after you die.

#### Survivorship options

**Full-Survivorship Option\*** – This benefit is paid monthly for your lifetime. After you die, your surviving beneficiary will receive, for life, the monthly benefit you were receiving at the time of your death. Payments are actuarially reduced to provide the same monthly benefit amount to you for life and to your beneficiary for his or her lifetime. If you outlive your beneficiary, your benefit is not changed, and all benefits stop when you die.

**Full-Survivorship Increase Option\*** – This benefit is paid monthly for your lifetime. After you die, your surviving beneficiary will receive, for life, the monthly benefit you were receiving at the time of your death. If your beneficiary dies before you or your beneficiary is your spouse on your effective retirement date and you are divorced after you retire, you will then receive the higher paying Single Life Option benefit for the remainder of your lifetime. You will need to provide proof of death or divorce and submit a signed written request for the increase.

A change to the Single Life Option benefit is effective the first of the month following the date your beneficiary dies or your divorce is final.

**Half-Survivorship Option** – This benefit is paid monthly for your

\*Special rules may apply if your beneficiary is a non-spouse and is 10 or more years younger than you.

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**Survivorship options (continued)** lifetime and is actuarially reduced to provide one-half the same monthly benefit amount to your beneficiary. After you die, your surviving beneficiary will receive, for life, one-half the monthly benefit you were receiving before you died. If you outlive your beneficiary, your benefit is not changed, and all benefits stop when you die.

**Half-Survivorship Increase Option** – This benefit is paid monthly for your lifetime. After you die, your surviving beneficiary will receive, for life, one-half the monthly benefit you were receiving at the time of your death. If your beneficiary dies before you or your beneficiary is your spouse on your effective retirement date and you are divorced after you retire, you will then receive the higher paying Single Life Option benefit for the rest of your lifetime. You will need to provide proof of death or divorce and submit a signed written request for the increase. A change to the Single Life Option benefit is effective the first of the month following the date your beneficiary dies or your divorce is final.

NOTE: Because of their additional flexibility, the Full-Survivorship Increase Option and the Half-Survivorship Increase Option pay somewhat lower benefits than the Full-Survivorship Option and the Half-Survivorship Option.

### Benefit options at a glance

Option	Do monthly payments continue while I am alive?	Do monthly payments continue after I die?	What kind of payment is due to my beneficiary after I die?	Can my beneficiary be an estate, trustee, or charity?
Single Life*	Yes	No	None	N/A
Full-Survivorship**	Yes	Yes	Monthly (same amount that was paid to you)	No
Half-Survivorship **	Yes	Yes	Monthly (1/2 amount that was paid to you)	No
Full-Survivorship Increase Option***	Yes	Yes	Monthly (same amount that was paid to you)	No
Half-Survivorship Increase Option***	Yes	Yes	Monthly (1/2 amount that was paid to you)	No

\* No benefit of any kind is paid to anyone after you die.

\*\* No benefit of any kind is paid to anyone after you and your beneficiary die.

\*\*\* You can change your monthly benefit to Single Life if your beneficiary dies or your beneficiary is your spouse and you divorce after retirement. You must notify PERS in writing to change to Single Life, and you must provide proof of death or divorce.

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### **Beneficiary information**

If you are married on your effective retirement date, the pension payable will be as provided under the Half-Survivorship option with your spouse as the beneficiary unless you have submitted a notarized application signed by your spouse consenting to a different option or beneficiary.

### **Important tax information**

PERS benefits are subject to federal taxes, regardless of where you live, and to Oregon state income taxes if you are an Oregon resident. A surviving beneficiary may owe state inheritance and federal estate taxes.

Federal and Oregon state income taxes will be withheld at the standard rates unless you complete and submit a [W-4P](#). The standard federal rate is married with three exemptions, and the Oregon state standard rate is single with zero exemptions.

Oregon non-residents **MUST** complete a [W-4P](#) to elect out of Oregon state income tax withholding. By January 31, PERS mails retired members one or more Form 1099-R(s) for benefits paid the previous year.

Consult your local Internal Revenue Service office, your state's Department of Revenue, or a professional tax advisor for help computing tax liability and preparing tax returns. For more information, see [IRS Publication 575, Pension and Annuity Income](#), which is available from the IRS.

## Section A: OPSRP Pension Program

### Part Two: Other Things to Know

#### First retirement payment

You can expect to receive your first retirement payment within 92 days after your effective retirement date. PERS needs information from you and your employer to process your retirement. Make sure your employer provides PERS the necessary information to expedite your retirement.

When you receive your first payment, you will receive payments retroactive to your effective retirement date. If PERS cannot calculate your benefit within 92 days, we will send you an estimated benefit payment.

Once we calculate your actual benefit, you will receive the difference between your estimated payment and your actual payment. If the estimated payment is \$10 or more per month under what your actual payment turns out to be, you will receive interest on the balance of the underpaid amount.

#### Time limits on certain benefit decisions

You can change your option or beneficiary only if you submit a new retirement application before your effective retirement date. You can change your retirement date or cancel your retirement application by providing a written and signed request to PERS before the issue date of your first benefit payment.

#### When should I turn in my retirement application?

Turn in your retirement application to PERS within 90 days prior to your effective retirement date.

#### Important retirement date information

Your **effective retirement date** can be no sooner than either the first day of the month following the last day you worked (or were on qualifying paid leave) or the first of the month following the month you file your application for benefits, whichever is later.

Example: If your last day of work was December 5, 2014, your retirement date could be no earlier than January 1, 2015; if your last day worked was May 5, 2008, but you did not file your application until August 6, 2014, your retirement date could be no earlier than September 1, 2014.

The OPSRP retirement application must be received by PERS before your effective retirement date. The effective retirement date is always the first of the month.

## Section B: IAP

### Part One: IAP Eligibility and Retirement Options

#### General IAP retirement information

There are several important factors to consider when you retire from the IAP:

- Your IAP disbursement is based on the account balance on the date of distribution, not the date you select to retire or withdraw from the IAP.
- IAP accounts are credited with investment earnings or losses annually and are subject to loss exposure until you remove the funds.
- IAP accounts have no guaranteed rate of return.

Also, if you retire from or withdraw your IAP account before age 59½, the distribution may be subject to a 10 percent IRS penalty. You can find additional information regarding this in the Federal Tax Information Disclosure document on the PERS website or enclosed in this packet. You may want to contact a qualified tax professional regarding your individual situation. When you retire as a PERS Tier One, Tier Two, or OPSRP member, you must also apply for IAP retirement.

Please make sure you fill out all required sections as well as sections that may apply to you based on your selections. We will return an incomplete retirement application to you, which could delay your payment. Additionally, any changes you want to make to your IAP choices must be made before your effective retirement date. Contact PERS Member Services if you have any questions.

#### Distribution election

You can receive your distribution as a one-time lump-sum payment or installment payments over 5, 10, 15, or 20 years or as an Anticipated Life Span Option distribution.

5, 10, 15, 20-years: All installment distributions require you to select a distribution frequency. You may select monthly, quarterly, or annual distributions provided your account balance at the time of your IAP retirement supports the payment minimums. Each distribution must be at least \$200. The minimum is based on the number of payments you will receive, determined by your option and frequency. The chart on [page 17](#) shows the minimum account balances required at the time of your IAP retirement for each payment option and frequency.

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### **Distribution election (continued)**

If your account balance at the time you retire from the IAP does not meet the minimum required for the option and frequency you select, your frequency and option will be reduced until your account balance meets the minimum, up to and including a one-time payment. This new option and/or frequency cannot be changed. However, at any time after installments have begun, you can request a one-time lump-sum payout.

### **Anticipated life span option**

Payment of the Anticipated Life Span Option is based on the current market value of your account and an estimate of your life expectancy based on Internal Revenue Service (IRS) life expectancy tables. This distribution must also meet the \$200 per payment minimum standard to qualify, and the payment will vary each year based on the current market value of your account. (See [page 17](#) for a table with minimum account balance needed so each installment is at least \$200 based on anticipated life expectancy.)

If your account balance at the time of IAP retirement does not meet the minimum required for the Anticipated Life Span Option frequency you select, your frequency will be reduced until your account balance meets the minimum. If your account balance does not meet the minimum, your distribution option will default to the option that meets the \$200 per payment requirement. This new option and/or frequency cannot be changed. However, at any time, you can request a one-time lump-sum payout.

### **Rollover elections**

Only one-time lump-sum or 5-year distributions are rollover eligible. The other options, the 10-, 15-, 20-year installments and the Anticipated Life Span Option, are not eligible for rollover and must be taken as a check sent directly to you or as a direct deposit.

If you are rolling to a qualified plan rather than an IRA or [Oregon Savings Growth Plan](#) (OSGP), a representative of the plan must complete the enclosed [IAP Direct Transfer Rollover Acceptance form](#) (#459-388). You must establish an OSGP account before retiring or withdrawing to be able to roll over to OSGP.

Contributions on which you have already paid taxes (after-tax contributions) may not be eligible to be rolled over. If not eligible to be rolled over, these funds will be mailed directly to you.

The Tax Withholding Form for IAP Rollover-Eligible Distributions is not necessary for the portion of your distribution that you elect to roll over because rollover distributions are tax-exempt.

If you select a one-time lump-sum or 5-year distribution, you may elect to receive your distribution as a combination payment, which would split your payment in an amount specified by you. In this split/roll situation, two checks would be sent directly to you, one made out to you and the second check (the rollover portion) made out to the financial institution you specify. Your account balance must meet minimum requirements to qualify for combination split/roll payments. That minimum is \$500 for the rollover portion.

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### **One-time rollover-eligible lump-sum distribution**

This option is a one-time lump-sum distribution of your entire IAP account. A one-time lump-sum payment can either be paid directly to you or rolled over into an IRA, eligible employer plan, or deferred compensation plan.

It can also be split as a combination payment, including an amount rolled over and the remainder in a payment issued directly to you. The minimum is \$500 for the rollover portion.

### **Installment options**

You can receive installment payments by direct deposit into your bank account or by check mailed directly to you.

In the case of 5-year installment payments, you may elect to have all or a portion of the payment rolled over. This option and/or frequency cannot be changed. However, at any time after installments have begun, you can request a one-time lump-sum payout.

Once your distribution has begun, the amount your payment is based on will be equal to the current account balance divided by the number of payments left for the balance of the distribution. Because earnings or losses are applied monthly, each distribution will be different based on the current market value of your account. If your account reaches a zero balance, your distribution stops regardless of the number of payments left for the option chosen.

If you elect an installment option, you must designate a beneficiary by completing [Section H: of the retirement application](#). You can change your beneficiary at any time as long as you have a remaining balance. If you have a complex beneficiary situation, you may want to consult an estate-planning attorney.

### **Cashing out**

If you decide that you no longer wish to receive an installment distribution, you can make a one-time decision to “cash out” your IAP account. Once the account is distributed in this fashion, it is not reversible and will close your IAP account with PERS. As this is not a withdrawal, you will retain membership with PERS and, should you decide to return to qualifying employment, you will not need to serve a six-month waiting time.

If you decide to cash out and your remaining account balance is greater than \$200, the distribution is rollover eligible and will be taxed accordingly.

If you decide to cash out, are under the age of 59½, and are not rolling these funds, the IRS may assess a 10 percent early withdrawal penalty.

If you have any questions regarding tax laws, you may wish to consult with a qualified tax professional or the IRS.

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### Direct deposit

All IAP distributions that are not rolled over are eligible for direct deposit. If you wish to receive your distribution as a direct deposit to your domestic bank account, please complete the enclosed [Authorization Agreement for Automatic Deposits](#) (ACH Credits) form (#459-001). Direct deposits cannot be made to foreign banks.

<b>Installment minimum account balances*</b>			
Your account balance at the time you retire from the IAP retirement must be the <b>minimums</b> shown below so the first distribution is at least \$200.			
<b>Installment Option</b>	<b>Monthly Distribution</b>	<b>Quarterly Distribution</b>	<b>Annual Distribution</b>
5-year installments	\$12,000 (60 payments)	\$4,000 (20 payments)	\$1,000 (5 payments)
10-year installments	\$24,000 (120 payments)	\$8,000 (40 payments)	\$2,000 (10 payments)
15-year installments	\$36,000 (180 payments)	\$12,000 (60 payments)	\$3,000 (15 payments)
20-year installments	\$48,000 (240 payments)	\$16,000 (80 payments)	\$4,000 (20 payments)

\* The number of payments are not guaranteed. Your account could reach a zero balance before you receive the number of payments specified.



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<b>IAP anticipated life span option</b>			
<b>Age at Retirement</b>	<b>Minimum account balance needed so the first installment is at least \$200</b>		
	<b>Monthly</b>	<b>Quarterly</b>	<b>Annually</b>
50	82,400	27,400	6,850
51	80,100	26,700	6,670
52	77,900	25,900	6,480
53	75,600	25,200	6,290
54	73,300	24,400	6,120
55	71,300	23,700	5,940
56	68,900	23,000	5,750
57	67,000	22,400	5,600
58	65,000	21,600	5,400
59	62,900	20,900	5,220
60	60,600	20,200	5,040
61	58,600	19,600	4,900
62	56,600	18,800	4,700
63	54,500	18,200	4,560
64	52,400	17,500	4,370
65	50,400	16,800	4,200
66	48,500	16,200	4,060
67	46,600	15,550	3,880
68	44,800	14,900	3,720
69	42,800	14,300	3,560
70	40,850	13,600	3,400
71	39,200	13,100	3,270
72	37,350	12,400	3,100
73	35,600	11,850	2,9
74	33,850	11,300	2,820
75	32,250	10,750	2,690

## Section B

### Part Two: IAP Tax Information

**Required minimum distribution (RMD)** If you are age 70½ or older, Internal Revenue Code Section 401(a) (9) requires you to begin receiving your minimum PERS benefits (i.e., required minimum distribution) before April 1 of the year following the calendar year in which you reach 70½ or when you leave PERS employment, whichever is later.

If you are not working for a PERS-covered employer and are 70½ or older, you must submit a retirement application to PERS. We will then calculate your required minimum distribution so you can begin to receive your retirement benefits.

#### **Tax withholding on rollover-eligible distributions**

PERS is required by federal law to withhold 20 percent of the taxable amount of any rollover-eligible distributions that are not rolled over. If you want additional taxes withheld, please enter the additional dollar amount in Section B of the [Tax Withholding Form for IAP Rollover-Eligible Distributions](#).

The state of Oregon requires PERS to withhold 8 percent Oregon tax from the taxable amount of any rollover-eligible distributions you do not roll over unless we receive a valid [Tax Withholding Form for IAP Rollover-Eligible Distributions](#).

If you do not want Oregon state income taxes withheld, please check the box in Section C. If you would like additional taxes withheld, please enter the additional dollar amount in Section C on the [Tax Withholding Form for IAP Rollover-Eligible Distributions](#).

NOTE: Oregon non-residents must complete the [Tax Withholding Form for IAP Rollover-Eligible Distributions](#) to be exempt from Oregon state income tax withholding.

NOTE: If you are not a U.S. citizen or resident alien, please contact PERS for additional information regarding special withholding rules.

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### Tax withholding on non-rollover-eligible distributions

Installment distributions for the 10-, 15-, or 20-year and Anticipated Life Span options are not rollover eligible. These installment options are considered periodic distributions and, as such, are not taxed in the same manner as rollover-eligible distributions.

If you elect the 10-, 15-, 20-year, or Anticipated Life Span Option, you must complete a [W-4P](#) federal tax form. If you do not complete a [W-4P](#), by law, federal withholding will be based on a filing status of married with three exemptions, and Oregon withholding will be based on a filing status of single with zero exemptions.

NOTE: Non-Oregon residents must complete a valid [W-4P](#) to be exempt from Oregon state income tax withholding.

NOTE: If you are a U.S. citizen living outside the United States, you cannot exempt yourself from federal tax withholding.

NOTE: If you are not a U.S. citizen or resident alien, please contact PERS for additional information regarding special withholding rules.

## Section B: IAP Part Three: Additional Forms for IAP

### Supplementary forms you may need depending on your personal situation

Depending on the choices you have made, you will have to complete additional forms for your IAP retirement.

The following forms may or may not apply to you, depending on the choices you have made.

- [IAP Direct Transfer Rollover Acceptance](#)  
You must fill this out if you are rolling over any portion of your IAP benefit to another eligible employer plan or deferred compensation plan other than the Oregon Savings Growth Plan.
- [Authorization Agreement for Automatic Deposits](#)  
You must fill this out if you want us to deposit your benefit directly into a bank account.
- [Tax Withholding Form for IAP Rollover-Eligible Distributions](#)  
For rollover-eligible elections one-time and five-year options..

### Important notice regarding the W-4P for IAP installments of 10 years or more

If you would like a withholding different from the one you choose for your OPSRP account, you must fill out a separate [W-4P](#) for your IAP.

## Appendix A: Age verification

PERS can accept the following documents as verification of age. Since the documents you submit cannot be returned, please submit photocopies. Be sure to put your PERS ID on all documents so they are properly recorded. If you cannot furnish the proof required in Group 1 or 2, send PERS a written explanation.

If you are unable to copy a document, bring it into the PERS headquarters, and PERS will verify the birth information.

### Group 1

If one item of this group is furnished showing birth dates, no further evidence of age is needed.

#### Any ONE of these:

If one item in this group is furnished showing birth dates, no further evidence of age is needed.

- Copy of Oregon driver's license or ID card **if issued on or after February 4, 2008**
- Birth verification issued by state, county, or country (Documents issued by foreign governments in a language other than English need to include a translation into English certified by a notary public, public agency, or other public official.)
- American Indian Reservation Age Verification
- Infant baptism certificate
- Hospital birth certificate (if signed by attending physician or issued by state)
- Passport (current or expired)
- School-age record
- Naturalization or citizenship papers
- Family Bible record (If this record is furnished, include the following information certified by a notary public or other public official: copy of all family record entries in the Bible referring to applicant and parents, brothers, and sisters; Bible publication date or apparent age of Bible; when birth date was entered and by whom.)

### Group 2

Two items of this group from different sources are sufficient if age or birth date is shown.

#### Any TWO of these:

**Example:** One child's birth certificate and one driver's license.

- A notarized affidavit by an older, immediate family member in a position to know the birth date (e.g., father, mother, etc.)
- Certificate of military record
- Marriage record (Record must show your age or date of birth at time of marriage.)
- Copy of Oregon driver's license or ID card **if issued before February 4, 2008**, or any other state's license or ID card issued at any time
- County voter registration (Must show your age or date of birth; do not send in your precinct card.)
- Copy of child's birth certificate if it shows age of parents
- Social Security record (Record must be displayed on an estimate of benefits or screen print from the Social Security office. Document must be dated within last 12 months.)
- Military ID (military record DD214)
- Concealed weapons permit



# Appendix D: Blank check guide

PERS Retiree  
1234 NW Center Street  
Anytown, OR 20000

15-0000/000 1234

Void

Date \_\_\_\_\_

PAY TO THE ORDER OF \_\_\_\_\_ \$ \_\_\_\_\_

DOLLARS

ANYTOWN BANK  
Anytown, OR 20000

Routing number \_\_\_\_\_

Account number \_\_\_\_\_

For \_\_\_\_\_

Do NOT include the check number.

⑆ :250200125 ⑆ :203030⑈⑈10⑈ 1234