



**PERA**

Public Employees  
Retirement Association  
of New Mexico

**INVESTED IN TOMORROW.**



**PERA**  
**Member**  
**Handbook**



# Welcome

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Dear PERA Members,

On behalf of the Board of Trustees and the staff of PERA, I am pleased to welcome you to your retirement association. We hope that this handbook will be a valuable source of information throughout your career.

PERA has been a source of reliable retirement security for New Mexico's public employees since 1947. We currently provide benefits to more than 39,000 retirees and have more than 62,000 active members enrolled in PERA.

PERA staff is here to serve you and your families. We look forward to assisting you whenever you need help or have questions about your PERA benefits. We also look forward to visiting with you during both your active career and retirement, and hope you will always feel at home at PERA.

A handwritten signature in black ink that reads "Wayne Propst".

Wayne Propst  
EXECUTIVE DIRECTOR

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# PERA Contact Information - Santa Fe

## Santa Fe Office

33 Plaza La Prensa  
Santa Fe, NM 87507

(505) 476-9300 Voice  
(505) 476-9401 Fax

Toll Free (800) 342-3422

website: [www.nmpera.org](http://www.nmpera.org)

e-mail: [pera-memberservices@state.nm.us](mailto:pera-memberservices@state.nm.us)

A directory with direct telephone numbers to Santa Fe staff may be found on the PERA website on the Contact PERA page.

## Business Hours

8:00 am- 5:00 pm  
Monday - Friday

Closed on State Holidays

Directions to the PERA building in Santa Fe:

Directions from downtown Santa Fe:

1: Start out on CERRILLOS ROAD SOUTH heading away from downtown.

2: Go south on CERRILLOS Rd to the traffic light at the Santa Fe Outlet Mall.

3: Turn RIGHT onto W FRONTAGE ROAD/I-25 W FRONTAGE ROAD.

4: Turn RIGHT onto NEW MEXICAN PLAZA.

5: The PERA office is located directly ahead.

6: Park in the main parking lot and enter through the front door by the flag pole.

Directions from Albuquerque:

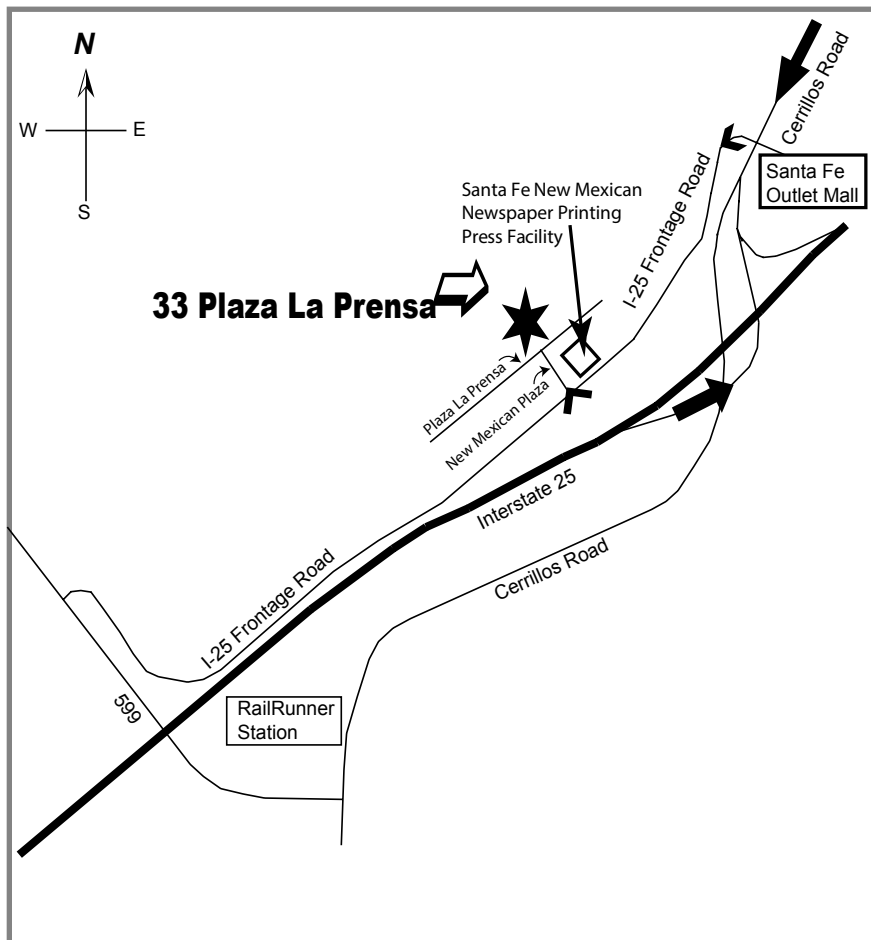
1: Start out going NORTH on I-25  
2: Turn off at the CERRILLOS ROAD SOUTH exit.

3: Merge to the LEFT and turn LEFT onto W FRONTAGE ROAD/I-25 W FRONTAGE ROAD.

4: Turn RIGHT onto NEW MEXICAN PLAZA.

5: The PERA office is located directly ahead.

6: Park in the main parking lot and enter through the front door by the flag pole.



# PERA Contact Information - Albuquerque

## Albuquerque Office

2500 Louisiana Blvd., NE, Suite 400  
Albuquerque, NM 87110  
(505) 383-6550 Voice  
(505) 883-4573 Fax

## Business Hours

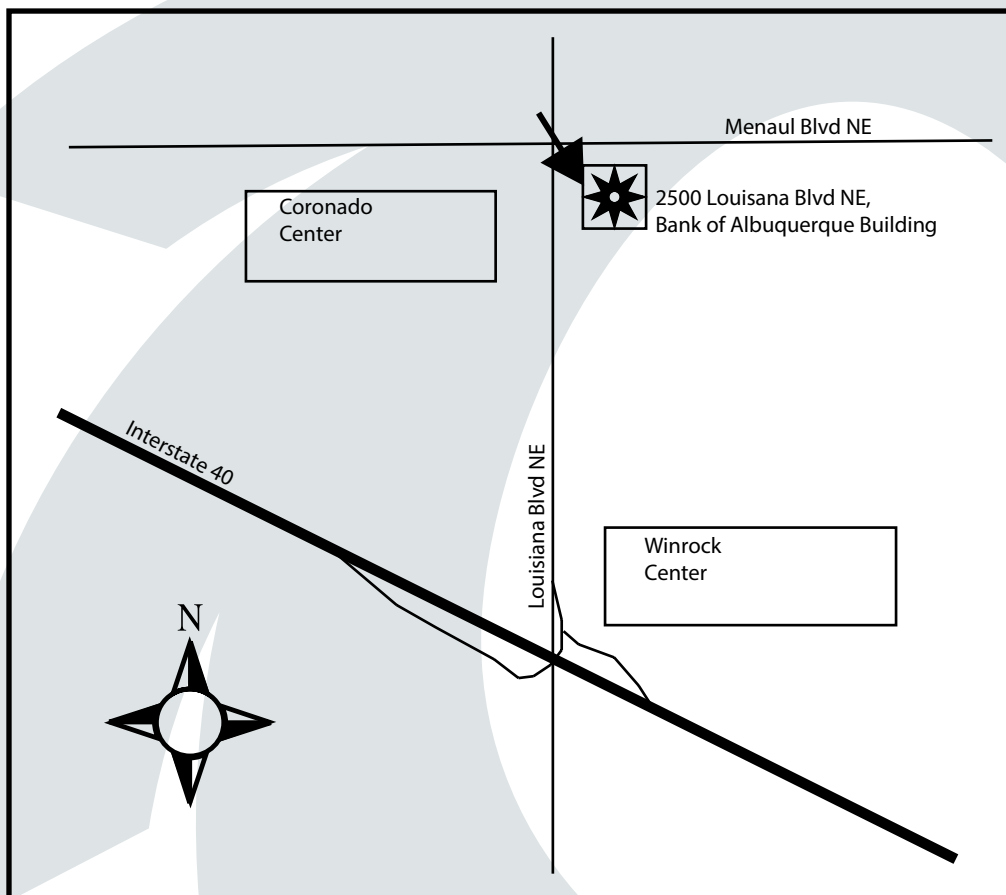
8:00 am - 5:00 pm  
Monday - Friday  
  
Closed on State Holidays

website: [www.nmpera.org](http://www.nmpera.org)

e-mail: [pera-albuquerque@state.nm.us](mailto:pera-albuquerque@state.nm.us)

### Directions to the PERA office in Albuquerque:

At the southeast corner of Menaul Blvd. NE and Louisiana Blvd. NE in the Bank of Albuquerque building on the 4th floor in Suite 400. This is directly east of Coronado Center.



# Overview of PERA

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## History

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New Mexico established a retirement system for its public employees in 1947.

Today, PERA manages 31 retirement plans for state, municipal and county employees, including police, firefighters, judges, magistrates, legislators and volunteer firefighters. The association also manages retirement plans for other political subdivisions, such as special districts and housing authorities. In 2016, the average annual pension was \$28,198.

## Defined Benefit Plan

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One of the most important benefits you receive as a public employee is membership in the Public Employees Retirement Association of New Mexico. PERA provides a lifetime pension when you retire and a lifetime pension for your beneficiary as well, if one is chosen.

PERA is a 401a qualified government plan governed by the New Mexico Public Employees Retirement Act. A public employer affiliated with PERA must deduct employee contributions each pay period from the employee's wages. These contributions are paid into the PERA member contribution fund. The employer also must pay employer contributions into the PERA employers accumulation fund each pay period.

Member contributions to PERA are generally not taxed while you are making contributions. Benefits and contributions are taxed when you receive the money either as a monthly pension or through a refund.

Because PERA is a defined benefit plan, you are guaranteed life-long monthly benefits after retirement. Benefits are paid when certain age and service credit eligibility requirements are met, regardless of the amount of member contributions paid into the plan. Your benefit

will also increase if you are eligible for a Cost-of-Living Adjustment (COLA).

The contributions you make over your career are paid out in pension benefits, on average, in the first 3-5 years of retirement. Pension payments for the rest of your lifetime are funded by employer contributions and earnings on PERA investments.

PERA also provides disability retirement, a benefit rarely offered in the private sector.

## Governance

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PERA is governed by a 12-member Board of Trustees. The Board is comprised of:

- Four members under a state coverage plan elected by state members;
- Three members under a municipal coverage plan elected by municipal members;
- One municipal member employed by a county elected by municipal members employed by a county;
- Two retired members elected by PERA retirees;
- The Secretary of State (ex officio); and
- The State Treasurer (ex officio).

The Board of Trustees appoints an Executive Director, who manages PERA's agency operations.

## The PERA Trust Fund

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The Board of Trustees oversees a trust fund from which retirement benefits are paid and agency operations are funded. The Board has the fiduciary responsibility to oversee which investments will bring growth to the fund while managing market risk.

Additional information about PERA's investments is available on our website at: [www.nmpera.org/investments](http://www.nmpera.org/investments).



# Benefit TIERS

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Effective July 1, 2013, legislation established two benefit tiers under each PERA coverage plan.

You are in **TIER 1** if you:

- were hired for the first time on or before June 30, 2013; and
- had member contributions on account as of June 30, 2013; or
- were retired as of June 30, 2013.

You are in **TIER 2** if you:

- were hired for the first time on or after July 1, 2013; or
- refunded your employee contributions on or before June 30, 2013, and returned to work for a PERA affiliate on or after July 1, 2013.

## Are You a Member?

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### Membership

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If you are a state, county or municipal employee, you are probably a PERA member. PERA membership is a mandatory condition of employment with state and affiliated public employers unless the position is excluded by the PERA Act. Employers must submit an *Application for PERA Membership Form* or an *Employee Exclusion from PERA Membership Form* within 30 calendar days of an employee's hire, job change or change to a part-time, seasonal or student employee position.

A *Beneficiary Designation Form* also needs to be completed and submitted to PERA for all new contributing employees.

### Exclusions from PERA Membership

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A **seasonal or temporary employee** is an employee who works in a position created to last no more than nine consecutive months and designated as "seasonal" or "temporary" by the affiliated public employer. If the employee is still employed in the same position past nine

consecutive months, the employee is no longer considered seasonal or temporary. The employee must submit an *Application for PERA Membership Form* and start making member contributions at the beginning of the 10th month. The employer makes employer contributions for the employee as well. ***This exclusion does not cover employees previously retired from PERA.***

A **student employee** is an employee who, during at least eight months in any calendar year, or during the period of employment, is enrolled full-time in a state-accredited school. Any person who is a regular, full-time employee is not a "student" under current rules and cannot be excluded from PERA membership.

**Elected officials** who are not PERA retirees and want to be excluded may file an *Employee Exclusion from PERA Membership Elected Official Form* within 24 months of taking office. This form must be filed with each new term of office.

**Employees of a public employer at the time of its affiliation with PERA** may file an *Application for Exclusion From Membership at the Time of Employer Affiliation Form* within 30 calendar days of the effective date of affiliation.

**Part-time employees**, who regularly work less than 20 hours in a 40-hour scheduled work week or fewer

than 40 hours in an 80-hour pay period may file for an exclusion from membership. *This exclusion does not cover employees previously retired from PERA.*

Certain public employees in **private retirement** plans are excluded if the PERA-affiliated employer is making contributions to a private retirement program on behalf of the employee as part of a compensation arrangement and the employee files a written application for exclusion within 30 calendar days of employment. This exclusion does not cover employees previously retired from PERA.

**New Mexico Aging and Long-term Services** trainees in an employment program administered by the Aging and Long-term Services Department are excluded.

**Retired Educational Retirement Board (ERB) members** receiving a pension from ERB are excluded.

**Dual Employment** - Individuals who are first employed by an ERB-affiliated employer and then take a second job with a PERA-affiliated employer while still employed by an ERB employer are excluded from PERA membership.

## PERA Identification Number

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All PERA members are assigned a unique PERA identification number when they are hired. The PERA ID number is our way of protecting you against identity theft. Your ID number is used to locate you in our pension administration system and is cross-referenced with your social security number so that PERA can use either number for identification.

You may use either your PERA ID number or the last four digits of your social security number when contacting

PERA by mail or e-mail. This allows us to identify you quickly and provide the information you are requesting.

Once you have been assigned a computer-generated PERA ID number, it cannot be changed. The number is unique to PERA and is not tied to the employee ID number assigned by your employer.

## Member Account Information

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PERA provides its members with information about their member contributions, service credit, retirement plan requirements and other valuable information.

### Annual Member Statements

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Usually in autumn the *Annual Member Statements of Account* are sent to all PERA members with an account balance and valid mailing address. The statement shows contributions and interest posted to your account for the previous fiscal year, which ends on June 30.

Other information on the member statement includes your PERA identification number, a breakdown by fiscal year of your past service credit and salary as of June 30.

Refund and survivor beneficiaries on file are also listed. If the beneficiary information is incorrect or out-dated, you may change it by submitting a new *Beneficiary Designation Form* to PERA for processing.

The total service credit shown on the member statement may be unaudited and subject to change. Check your records to verify the service credit total provided by PERA.

You may submit a *PERA Request Form* to receive a total service credit verification at any time during your career. PERA can also provide a benefit estimate if you are within three years of retirement eligibility. A *PERA Request Form* is included in this handbook or can be downloaded from PERA's website at [www.nmpera.org](http://www.nmpera.org).

## RIO - Retirement Information Online

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Your member account information is easily accessible through PERA's RIO Self Service website. Online, you have access to your account balance, service credit and different calculators to determine the cost of Air Time and an estimate of benefits.

RIO Self Service is accessible through PERA's website at [www.nmpera.org](http://www.nmpera.org). The RIO Login button is at the top of the website.

To create a RIO user ID and password, you must have a personal e-mail address and be a member of the New Mexico Public Employees Retirement plan, Judicial Retirement plan, Magistrate Retirement plan, Legislative Retirement plan or the Volunteer Firefighter Retirement plan.

From the home page, click on the "Open an Account" link on the menu that runs across the top of the page. On the account creation page, choose a user ID and create a password. You will be asked to provide information about yourself to verify your identity. If the information you provide does not match PERA's records, please call PERA for assistance.

To protect your RIO Self Service account, your password will expire after 120 days of inactivity. If your password expires, click [Forgot My Password](#) on the Login page to reset it. If you experience any difficulty in resetting your password, contact the RIO help desk at [PERA-RIOhelpdesk@state.nm.us](mailto:PERA-RIOhelpdesk@state.nm.us).

## Once You Are Online

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Once you have created your user ID and password and have successfully logged in, you can get valuable information and update your demographic information on your account. You can access many functions from the Member Account Home Page by clicking on the links under the "Things To Do" list on the left side of the page.

To view your account balance and service credit, print an account balance verification letter, or view

your beneficiary information, click on "View Member Accounts" on the left side of the account home page. From that page, you can:

- View your account details by year;
- View your latest annual statement; Print a copy of your last three *Annual Member Statements of Account*;
- View the annual cost-of-living adjustment (COLA) letter if you have retired; and
- View - but NOT change - your beneficiary information.

In addition to being able to view and print these documents, you are now able to opt out of receiving these documents in the mail. Click on "Review and Change Demographic Information" and then "Paper Mail Option" and "My Preferences."

You can also change your address, telephone number and e-mail address from the "Review and Change Demographic Information" link.

Once you retire, you can also use RIO to verify that your pension benefit has been deposited as well as see the amount withheld for taxes or the insurance premiums withheld on behalf of the New Mexico Retiree Health Care Authority.

**Please note**, you cannot change your beneficiary designations online. To change your designations, please complete a new *Beneficiary Designation Form* and send it to PERA along with any necessary supporting documentation (i.e. copy of your marriage certificate, court-endorsed copies of your final decree and marital settlement agreement, death certificate, etc.). This form is available on the PERA website, through your employer's Human Resources department, and on page 51 of the PERA Member Handbook.

# Vested Membership

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Vesting means that you are guaranteed a pension benefit when you meet the age and service requirements for normal retirement. The service credit used for vesting must be earned while employed with a PERA-affiliated employer. Service credit earned with the Educational Retirement Board does not count toward the years to vest with PERA.

All **TIER 1** members are vested after earning five years of PERA service credit.

**TIER 2 General Members - Non-Public Safety Employees**

(State General Members and Municipal General Members) are vested after earning eight years of PERA service credit.

**TIER 2 Public Safety Members** are vested after earning six years of PERA service credit. (See page 14 for a list of public safety plans.)

Once vested, you may be eligible for non-duty disability retirement and you may purchase certain types of service credit.

# Beneficiary Information

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Most people don't stop to consider who they named as a beneficiary at the time of hire until they start the retirement process. But a beneficiary designation is important long before retirement. Member contributions are your money and will be paid to someone in the event of your death, either as a monthly pension benefit or as a refund. It is important you make sure PERA knows who that recipient should be. All members should complete a *Beneficiary Designation Form* when they are first hired.

You may designate only one person or one organization as a refund beneficiary and only one person as a survivor beneficiary. The refund beneficiary and the survivor beneficiary can be the same person. If you are married, your spouse must give his or her consent if you choose someone other than your spouse to receive the benefit. In that instance, your spouse must sign a *Beneficiary Spousal Consent Form* before a Notary Public.

The **refund** beneficiary designation is very important if you have not vested. If you die before you are vested and your death is not duty-related, your employee contributions plus interest are paid in a lump sum to your designated refund beneficiary. If you do not designate a refund beneficiary, your member contributions will be paid to your estate.

The **survivor** beneficiary designation becomes effective after you have become vested or if you die from duty-related causes before being vested. Survivor pension amounts vary for non-duty-related and duty-related deaths.

You should check your designated beneficiary or beneficiaries every year. Is it your ex-spouse, your children who are grown, or a parent who has recently passed away? Have you married, divorced or remarried? Has the child you named as beneficiary moved away or changed his or her name? Though unintentional, someone you designated as a beneficiary years ago may still be designated as the recipient of your PERA benefits. Many of the beneficiary forms on file with PERA are more than 20 years old. A lot can change in that time.

A survivor pension benefit may be payable to a designated survivor beneficiary, surviving spouse, or eligible surviving children under the age of 18 in certain circumstances.

Every death situation is different. Please contact PERA for additional information.

# Contributions

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All members who participate in PERA's defined benefit plan are required to make employee contributions to the plan. The amount is a percentage of your base salary as determined by the coverage plan provided by your current employer (see the definition of "salary" in the glossary). Your employer also makes required contributions based on your salary. Employer contributions are not deposited into your member account and are not refundable if you quit your job and request a refund of your employee contributions.

You cannot reduce, adjust or opt out of making contributions and you cannot borrow from your PERA account.

Some municipal employers "pick-up" or pay a portion of the employee contributions. The amount "picked-up" is credited to your member account and is refundable.

Your contribution amount is based on your gross salary before deductions. The state and many other employers have elected to defer taxes on your member contributions. Therefore, if you withdraw your member contributions, both state and federal taxes will be withheld.

The employee and employer contribution rates are listed on pages 13 and 14.

## Interest Credited to Your Account

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Each year, interest on your employee contributions is credited to your account balance as of June 30. The interest rate is set by the PERA Board and is currently 2 percent per annum. An *Annual Member Statement of Account* will be mailed and posted to your online account after interest has posted.

*Remember*, PERA must have a current mailing address for you to receive the annual statement. If you have not received an *Annual Member Statement of Account*, please check the mailing address PERA has on file for you and notify us, in writing, of any changes.

## Unremitted Contributions

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Employers are responsible for transmitting employee and employer contributions for all PERA members. If the employer does not, the unreported contributions are called "unremitted contributions." It is important that you make sure your service credit record is correct. You can review your account on the RIO Self Service site. If there is a time period where contributions are incorrectly reported, you must provide the following information for PERA to make a determination:

- Proof of employment status. (For example, *Personnel Action Forms* showing the position status of full-time, part-time, temporary, etc.);
- Certification from the employer stating the start and end date of employment;
- Certification from the employer stating your salary history during the time in question.

## Refunding Member Contributions

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If you terminate employment, you can apply for a refund of your contributions and interest as long as you are not employed by another affiliated employer within 30 calendar days. You will not receive a refund of the employer contributions.

When you refund your member contributions and interest, you forfeit your service credit and all rights to any pension benefit from PERA, including disability or survivor benefits.

If you return to a PERA-affiliated employer, you will start with zero service credit and contributions. However, you can recover the withdrawn credit by repaying the withdrawn amount, along with interest calculated from the date the contributions were withdrawn to the date of repayment.

All refund requests must be made by filling out a *Member Request for Refund/Rollover Form*, available from your

## Refunding Member Contributions (continued)

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employer's payroll or human resources office or at PERA's offices or website ([www.nmpera.org/for-members/refund-of-contributions](http://www.nmpera.org/for-members/refund-of-contributions)). Additionally, effective October 1st, 2017, your employer must submit your last date of employment electronically through employer reporting files to PERA. If your employer requires assistance with this requirement, please ask them to contact their assigned PERA Contribution Accounting representative.

Because New Mexico is a community property state, you must submit court-endorsed copies of all final divorce decrees, marital property settlement agreements and any orders dividing retirement benefits along with the form referenced above.

Refunds paid directly to a member are subject to tax. At the time of distribution PERA withholds New Mexico

state tax (typically 8.5%) and federal taxes (typically 20%). Additionally, if you are under the age of 59 ½, you may also be subject to an additional 10% penalty for early withdrawal from a pension plan. You may also rollover your contributions to another qualified retirement account.

Refund and rollover requests cannot be processed until PERA has received final payroll information from your employer and all contributions have been posted to your account. Because of these requirements, a refund or rollover of contributions normally takes up to 60 working days to process.

# PERA Contribution Rates and Pension Factors

Coverage Plan	Employee Contribution Percentage		Employer Contribution Percentage	Pension Factor per Year of Service		Pension Maximum as a Percentage of the Final Average Salary
	Annual Salary \$20,000 or less	Annual Salary greater than \$20,000		TIER 1	TIER 2	
State Plan 3	7.42%	8.92%	16.99%	3.0%	2.5%	90%
Municipal Plan 1 (plan open to new employers)	7.0%	8.5%	7.4%	2.0%	2.0%	90%
Municipal Plan 2 (plan open to new employers)	9.15%	10.65%	9.55%	2.5%	2.0%	90%
Municipal Plan 3 (plan closed to new employers 6/95)	13.15%	14.65%	9.55%	3.0%	2.5%	90%
Municipal Plan 4 (plan closed to new employers 6/00)	15.65%	17.15%	12.05%	3.0%	2.5%	90%

# PERA Contribution Rates and Pension Factors - Public Safety

Coverage Plan	Employee Contribution Percentage		Employer Contribution Percentage	Pension Factor per Year of Service		Pension Maximum as a Percentage of the Final Average Salary
	Annual Salary \$20,000 or less	Annual Salary greater than \$20,000		TIER 1	TIER 2	
Municipal Police Plan 1	7.0%	8.5%	10.4%	2.0%	2.0%	90%
Municipal Police Plan 2	7.0%	8.5%	15.4%	2.5%	2.0%	90%
Municipal Police Plan 3	7.0%	8.5%	18.9%	2.5%	2.0%	90%
Municipal Police Plan 4	12.35%	13.85%	18.9%	3.0%	2.5%	90%
Municipal Police Plan 5	16.3%	17.8%	18.9%	3.5%	3.0%	90%
Municipal Fire Plan 1	8.0%	9.5%	11.4%	2.0%	2.0%	90%
Municipal Fire Plan 2	8.0%	9.5%	17.9%	2.5%	2.0%	90%
Municipal Fire Plan 3	8.0%	9.5%	21.65%	2.5%	2.0%	90%
Municipal Fire Plan 4	12.8%	14.3%	21.65%	3.0%	2.5%	90%
Municipal Fire Plan 5	16.2%	17.7%	21.65%	3.5%	3.0%	90%
Municipal Detention Officer Plan 1	16.65%	18.15%	17.05%	3.0%	3.0%	90%
State Police and Adult Correctional Officer Plan 1	7.6%	9.1%	25.5%	3.0%	3.0%	90%
State Plan 3 - Peace Officer	7.42%	8.92%	16.99%	3.0%	3.0%	90%
Juvenile Correctional Officer Plan 2	4.78%	6.28%	26.12%	3.0%	3.0%	90%



# Service Credit

## Earning Service Credit

Service credit is awarded for any calendar month when you begin employment on or before the 16th of the month or terminate employment on or after the 15th of the month.

In addition, a full-time PERA member must receive 50 percent or more of your regular monthly salary to receive service credit for that month.

If you were a vested part-time employee on June 30, 2014, you will earn a month of service credit when you work 20 or more hours per week, totaling 40 or more hours in an 80-hour pay period.

As of July 1, 2014, the rules for non-vested part-time employees changed. You must work 30 or more hours per week, totaling 60 or more hours in an 80-hour pay

period to earn one month of service credit. If you work a minimum of 20 but less than 30 hours per week, totaling between 40 and less than 60 hours in an 80-hour pay period, you will earn one month of service credit for every two consecutive calendar months worked.

You cannot earn more than 12 months of service credit in a calendar year. If, for example, you work full-time for one affiliated employer, and in the same month, part-time for another affiliated employer, you still receive only one month of service credit.

This also applies if you are first employed by a PERA-affiliated employer and then later work for an Educational Retirement Board-covered employer at the same time. If you are considering dual employment and have questions, please contact PERA.

Number of Months	Conversion Factor
1	.0833
2	.1667
3	.2500
4	.3333
5	.4167
6	.5000
7	.5833
8	.6667
9	.7500
10	.8333
11	.9167
12	1.0000

# Service Credit Enhancement - TIER 1 Only

## Enhanced Service Credit

TIER 1 members of State Police Member and Adult Correctional Officer Member Coverage Plan 1 and Municipal Detention Officer Member Coverage Plan 1 earn a 20 percent enhancement on service credit. TIER 1 State Police majors, deputy chiefs and the chief are excluded from earning the enhancement. PERA-affiliated employers are required to certify your employment in one of these plans before enhanced service credit is awarded.

For every five months worked in a position under an enhanced service credit plan, TIER 1 members who meet the requirements in this section, will earn one month of enhanced service credit. The time you have actually worked plus the 20 percent enhanced service credit is equal to the total amount of service credit earned under an enhanced plan.

Service Credit Table for PERA Plans With Enhanced Service Credit				
Actual Employment in Years and Months	+	Earned Enhanced Service Credit	=	Total Accrued Years and Months of Service Credit
25 years		+ 5 years		= 30 years
22 years, 3 months		+ 4 years, 5 months		= 26 years, 8 months
20 years, 10 months		+ 4 years, 2 months		= 25 years
16 years, 8 months		+ 3 years, 4 months		= 20 years
14 years, 2 months		+ 2 years, 10 months		= 17 years
11 years, 8 months		+ 2 years, 4 months		= 14 years
9 years, 2 months		+ 1 year, 10 months		= 11 years
6 years, 8 months		+ 1 year, 4 months		= 8 years
4 years, 2 months		+ 10 months		= 5 years
1 year, 8 months		+ 4 months		= 2 years
1 year, 3 months		+ 3 months		= 1 year, 6 months
10 months		+ 2 months		= 1 year

# Purchased Service Credit

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A PERA member must be vested (TIER 1 All Members= 5 years, TIER 2 General Members = 8 years, and TIER 2 Public Safety Members = 6 years of PERA service credit) to be eligible to purchase other types of service credit permitted by the Internal Revenue Code, with the exception of withdrawn or forfeited service credit. Reciprocal service with another state system does not count toward the vesting period needed to purchase service credit.

The three most-frequently purchased service credit types are Withdrawn or Forfeited, non-intervening Military, and Air Time.

As related to the cost calculation of non-intervening Military and Air Time service credit, final average salary is determined based on your PERA TIER of membership. Final average salary for TIER 1 members is based on the average of the member's highest 36 consecutive months of salary at the time of purchase. For TIER 2 members, final average salary is based on the average of the member's highest 60 consecutive months of salary.

## Withdrawn or Forfeited Service Credit

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If you withdrew your member contributions and interest and forfeited service credit when you left PERA-affiliated employment in the past, you may buy back this time when you return to a PERA employer and have earned at least one month of service credit or you become a current contributing member of an Educational Retirement Board-covered employer.

To reinstate withdrawn or forfeited service credit, you must repay PERA the amount originally withdrawn *plus interest* from the day the contributions were withdrawn to the day the amount is repaid.

Interest rates are as follows:

- Forfeited service prior to 12/31/83 – 5.25%.
- Forfeited service from 1/1/84 to 12/31/01 – 10%.
- Forfeited service from 1/1/02 to 12/31/14 – 8%.
- Forfeited service from 01/01/15 to 12/31/2016 - 7.75%.
- Forfeited service from 01/01/2017 to present - 7.25%.

You may purchase less than one year of service credit only to reach retirement eligibility. The service credit forfeited when you withdrew the accumulated member contributions will be reinstated when PERA receives your payment.

The interest paid to reinstate forfeited service credit will not be refunded if you again quit and request a refund of your member contributions.

## Military Service Credit

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If you are called to active military duty while employed by a PERA affiliate and return to PERA-affiliated employment within 90 calendar days of discharge from military service, you may be granted service credit for free. PERA will grant free (or intervening) military service credit for the active duty time once the required documents have been submitted to PERA with a copy of the DD214 form.

PERA membership must be maintained during the time of actual military service to earn free military service credit. The PERA Board ratifies free military service credit awards.

Non-intervening active military service may be purchased by members who served in the military before working for a PERA employer or when a member voluntarily enlists in the armed services while still a PERA member.

A maximum of 60 months of active military service may be purchased. If you have less than 60 months of active military service, you may purchase up to the years and months of active service stated on your DD214 form. You may purchase active military service one month at a time up to the total of active service, not to exceed 60 months.

You are responsible for paying PERA both the employee and employer contribution amounts for non-intervening military service credit. If you request a refund of your contributions, only the employee contribution portion of the purchase cost will be refunded.

*Example of Military and Certain Other Types of Purchased Service Credit cost calculation:*

Member works for the State of New Mexico under State General Plan 3	
Employee Contribution Rate	8.92%
Employer Contribution Rate	16.99%
Final Average Salary	\$2,200
Employee contribution rate x final average salary	8.92% x \$2,200 = \$196.24
Employer contribution rate x final average salary	16.99% x \$2,200 = \$373.78
$\$196.24 + \$373.78 = \$570.02$ cost per month of service credit	

## Air Time

Once vested for your TIER of membership, you are eligible to purchase up to 12 months of additional service credit known as Air Time. Air Time may be purchased all at once or in monthly increments any time before retirement. Members covered by the Public Employees, Judicial and Magistrate Retirement plans are eligible to purchase Air Time.

Air Time may be purchased so that you can achieve your pension maximum or to qualify for retirement earlier than you would otherwise be eligible.

Air Time can only be used to increase the years of service

credit. It cannot be used to determine your final average salary or to qualify for a higher pension factor. The amount paid for Air Time is not considered part of final average salary because it is not wages earned.

***Important!*** Once Air Time has been purchased, the entire amount paid is not refundable if you quit and request a refund of your contributions. You are urged to carefully consider purchasing Air Time.

The following are three examples of the cost to purchase Air Time using different ages and different retirement plans.

Date of Estimate	May 31, 2017
Date of Birth	July 1, 1974
Final Average Salary	\$2,000.00
Months of Credited Service	96 months / 8.0 years
Retirement Coverage Plan	State General Plan 3
Cost per Month of Air Time	\$640.00
Cost for 12 Months of Air Time	\$7,675.00

Date of Estimate	May 31, 2017
Date of Birth	September 15, 1959
Final Average Salary	\$3,360.00
Months of Credited Service	216 months / 18.0 years
Retirement Coverage Plan	Municipal Plan 3
Cost per Month of Air Time	\$1,175.00
Cost for 12 Months of Air Time	\$14,100.00

Date of Estimate	May 31, 2017
Date of Birth	May 17, 1964
Final Average Salary	\$2,960.00
Months of Credited Service	228 months / 19.0 years
Retirement Coverage Plan	Municipal Police Plan 5
Cost per Month of Air Time	\$1,805.00
Cost for 12 Months of Air Time	\$21,660.00

# Other Types of Purchased Service Credit

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Several other kinds of service credit are available for purchase. These include:

- Civilian Prisoner of War;
- Cooperative Work Study Programs;
- Certain prior employment by a Utility Company, Library, Museum, Transit Company or by a Non-profit Organization;
- New PERA-Affiliated Public Employer (Prior Service);
- Employment with the Federal Government.

Further details about these types of service credit can be found on pages 46 and 47.

## Request Purchase Cost

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If you are interested in purchasing service credit, please fill out the *PERA Request Form* available on the PERA website at [www.nmpera.org](http://www.nmpera.org) or page 55 of this handbook and submit it with any supporting documentation to PERA for processing. Please allow up to 60 business days to receive a written response to your request.

Once PERA has processed your request, we will mail the cost calculation to your address on record. The amount paid for service credit cannot be used for the purpose of calculating final average salary. The purchased service credit can only be used to satisfy service credit requirements for retirement eligibility or to enhance your final retirement benefit.

You may rollover funds from an Internal Revenue Code Section 457, 403b, 401k, IRA or another 401a qualified account to purchase service credit.

You may also use a combination of other retirement funds and personal funds. For example, you could rollover funds from a 401k and write a check for the balance of the amount due to PERA.

***All service credit purchases must be made before you retire.*** Once you have retired, you can no longer purchase service credit. The only exception is if, as a retiree, you suspend your pension and become a currently employed, contributing PERA member.

# Retirement Eligibility Requirements - TIER 1

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## Normal Retirement - TIER 1

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Members are eligible to retire from PERA when they meet the age and service credit requirements for the plan they participate in. The normal age and service credit retirement eligibility requirements for TIER 1 members are listed below:

### 25-Year Retirement Plans

- State General Member Coverage Plan 3
- Municipal General Member Coverage Plans 1, 2, 3 and 4
- Municipal Police Member Coverage Plans 1 and 2
- Municipal Fire Member Coverage Plans 1 and 2

Any age with 25 or more years of service credit; or

Age 60 or older with 20 or more years of service credit; or

Age 61 or older with 17 or more years of service credit; or

Age 62 or older with 14 or more years of service credit; or

Age 63 or older with 11 or more years of service credit; or

Age 64 or older with 8 or more years of service credit; or

Age 65 with 5 or more years of service credit.

### 25-Year Retirement Plans with a 20 Percent Service Credit Enhancement

- State Police and Adult Correctional Officer Coverage Plan 1
- Municipal Detention Officer Member Coverage Plan 1

Any age with 25 or more years of service credit; or

Age 60 or older with 20 or more years of service credit; or

Age 61 or older with 17 or more years of service credit; or

Age 62 or older with 14 or more years of service credit; or

Age 63 or older with 11 or more years of service credit; or

Age 64 or older with 8 or more years of service credit; or

Age 65 with 5 or more years of service credit.

### 20-Year Retirement Plans

- Municipal Police Member Coverage Plans 3, 4 and 5
- Municipal Fire Member Coverage Plans 3, 4 and 5

Any age with 20 or more years of service credit; or

Age 61 or older with 17 or more years of service credit; or

Age 62 or older with 14 or more years of service credit; or

Age 63 or older with 11 or more years of service credit; or

Age 64 or older with 8 or more years of service credit; or

Age 65 with 5 or more years of service credit.

# Retirement Eligibility Requirements - TIER 2

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## Normal Retirement – TIER 2

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Members are eligible to retire from PERA when they meet the age and service credit requirements for the plan they participate in. The normal age and service credit retirement eligibility requirements for TIER 2 members are listed below:

### General Plan Members

- State General Member Coverage Plan 3
- Municipal General Member Coverage Plan 1, 2, 3, and 4

Rule of 85 (members must have eight or more years of service credit; and sum of age at the time of retirement and years of service credit must equal 85); or  
Age 65 with 8 or more years of service credit.

### Public Safety Plan Members

- State Police Member and Adult Correctional Officer Member Coverage Plan 1
- Juvenile Correctional Officer Member Coverage Plan 2
- Municipal Police Member Coverage Plan 1, 2, 3, 4, and 5
- Municipal Fire Member Coverage Plan 1, 2, 3, 4, and 5
- Municipal Detention Officer Member Coverage Plan 1
- State General Member Coverage Plan 3 - Peace Officers\*

25 years of service credit at any age; or  
Age 60 with 6 or more years of service credit.

\* *“Peace officer”* means “any employee of the state with a duty to maintain public order or to make arrests for crimes, whether that duty extends to all crimes or is limited to specific crimes, and who is not specifically covered by another coverage plan.”

# Deferred & Disability Retirement

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## Deferred Retirement

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If you quit your job and have earned the minimum number of years of service credit required for normal retirement but have not yet reached the minimum age needed to retire, you can leave your contributions on account with PERA and be eligible for a deferred retirement once the age is met.

For example, a **TIER 1 State General Member** who has 11 years of service credit and is 60 years of age would have to wait until age 63 to receive a pension.

Another example includes a **TIER 2 Municipal General Member** who has 11 years of service credit and is 60 years of age would have to wait until age 65 to receive a pension.

Once you reach both the age and service credit requirements for normal retirement in your TIER of membership, you can apply for a benefit. Certain survivor and disability pension benefits are also available. (See Survivor Beneficiary information on page 10 and Disability Retirement on this page.)

## Disability Retirement

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PERA provides a retirement benefit for employees who must leave service before retirement age because of a disability.

All PERA members are eligible to apply for a duty disability retirement beginning the first day of employment with a PERA employer. The PERA Board determines if a disability is duty-related based on certain medical and legal requirements.

If you are a vested member of PERA (**TIER 1 All Members** = 5 years, **TIER 2 General Members** = 8 years, and **TIER 2 Public Safety Members** = 6 years of PERA service credit) you are eligible to apply for non-duty disability retirement. As a vested member, you will remain eligible for non-duty disability as long as you do not withdraw your employee contributions from PERA.

Please contact PERA's Disability Administrator at (800) 342-3422 for additional information.



# Retirement Time Schedule

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The following is a general time frame for the PERA retirement process:

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Any time during your career, you may verify your service credit with PERA. Once you have done this, check your *Annual Member Statement of Account* each year to verify your service credit by logging into RIO Self Service.

- Three years from retirement, you may ask for an estimate of benefits. An estimate of benefits will provide the information you need to start estimating your retirement income, as well as identify when you qualify for retirement.
- One year from retirement, request an updated estimate of benefits. This estimate will provide you with the information you need to choose the option you want to be paid under. This is very important because once you retire, you may only change your payment option or beneficiary one time under certain limited circumstances. Otherwise, to change your payment option or beneficiary, you would have to voluntarily stop your pension payments, return to work for a PERA employer for three or more years and then re-retire with a new beneficiary or payment option.
- At least sixty days before your retirement date, submit your completed *Application for Pension* documents. This includes all the required forms and corresponding documents listed on page 24. You may submit your retirement documents earlier, up to six months before your retirement date.

- On the last working day of the month you retire, PERA will deposit your pension benefit payment into the account designated on your completed *PERA Direct Deposit Authorization Form*. If your pension benefit payment includes reciprocity service credit with the Educational Retirement Board (ERB), the ERB portion of your benefit will be paid directly by ERB via a separate direct deposit.

## Sample Time Schedule:

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Termination Date: December 31, 2018

Retirement Date: January 1, 2019

Request service credit verification: Any time in career

Request first estimate of benefits: January 2016

Request second estimate of benefits: January 2018

Submit retirement paperwork: anytime from June to October 2018

Receive first PERA pension benefit payment as a direct deposit the last working day of January 2018. If your retirement includes Educational Retirement Board (ERB) service credit, then the ERB portion of your benefit will be paid directly by ERB via a separate direct deposit.

# How to Retire from PERA

You are a member of one of the best retirement plans in the country.

A *PERA Retirement Kit*, which contains instructions and a retirement application, is available on PERA's website at [www.nmpera.org](http://www.nmpera.org). You can pick up a retirement kit at PERA's Santa Fe Office at 33 Plaza La Prensa or the Albuquerque Office at 2500 Louisiana Blvd. NE, Suite 400.

You may also request that a retirement kit be mailed or e-mailed to you by calling the Santa Fe Office (505) 476-9300, the Albuquerque Office at (505) 383-6550 or toll free at (800) 342-3422.

## Retirement Eligibility

Your effective date of retirement is the first day of the month after you have completed all of the following:

- You meet the age and service credit requirements of the plan you are retiring from; and
- Your retirement application is filed and complete, including all required documentation; and
- You have terminated employment with your PERA employer as well as with all employers covered by the Judicial Retirement plan, the Magistrate Retirement plan and the Educational Retirement plan.

Your completed *Application for Pension Form* should be filed with PERA no earlier than six months, but no later than 60 calendar days, before your effective retirement date. PERA must receive all of the information listed below. If we do not receive your application and all of the required information before your selected retirement date, your retirement will be postponed to the first of the month following the date your application is complete.

## Required Documentation

The following documentation is needed to complete your retirement application:

- Proof of age for you and your beneficiary. Acceptable

documents are a birth certificate, a baptismal certificate, religious record of birth established before age 5 years, current passport, a current New Mexico driver's license or a current New Mexico Motor Vehicle Division issued identification card, or any two of the following documents showing date of birth:

1. Copy of a life or automobile insurance policy;
  2. Current voter registration or voter identification card;
  3. Tribal census record;
  4. Childhood immunization record made prior to age 18;
  5. Military record (such as DD214), including a valid United States active duty, retiree or reservist military identification card;
  6. Birth certificate of child showing the age of the parent;
  7. Physician's or midwife's record of birth;
  8. Immigration record;
  9. Naturalization record; or
  10. Social security records.
- For any designated beneficiary to be identified as a spouse, a copy of the marriage certificate, other proof of marital status acceptable in a court of law, or any two of the following documents showing marital status:
    1. Financial institution or bank records;
    2. Joint real estate deeds or mortgages; or
    3. Insurance policies.
  - A copy of your and your beneficiary's social security card(s).
  - Court-endorsed divorce decrees, marital settlement agreements, and any orders dividing your retirement.
  - *Application for Pension Form*.
  - *Spousal Consent Form* or *Affirmation of Marital Status Form*.
  - *PERA Tax Deduction Form*.
  - *PERA Direct Deposit Authorization Form*.

All changes to your retirement application **must** be made in writing and received by PERA before your effective PERA retirement date. Such changes may include a new effective retirement date, a different beneficiary or a different Form of Payment option.

For a deferred pension (leaving your contributions on account after terminating affiliated employment until you meet your age and service credit requirements), you

should also submit your complete retirement application at least 60 calendar days before your retirement date.

# How Pension Benefits are Calculated

The base monthly benefit PERA provides is based on a formula, not on how much you have contributed during your career.

$$\text{Years of Service Credit} \times \text{Pension Factor(s)} \times \text{Final Average Salary} = \text{Monthly Benefit}$$

**Example:** for a TIER 1 member retiring with 25 years of service credit under State General Member Coverage Plan 3 with a final average monthly salary of \$3,500.

25	X	3%	= 75%	X	\$3,500	= \$2,625
<i>(years of service credit)</i>		<i>(pension factor(s))</i>	<i>(% of final average salary)</i>		<i>(final average salary)</i>	<i>(monthly benefit)</i>

## Years of Service Credit

The years and months of service credit earned or purchased during your PERA career.

## Pension Factor

The pension factor is stated in the coverage plan, or plans, you belonged to during your PERA career. Generally, PERA members can earn up to 90 percent of their final average salary in all coverage plans.

## Final Average Salary

For TIER 1 members Final Average Salary (FAS) is the average of the highest 36 consecutive months of salary earned during your PERA career. For TIER 2 members Final Average Salary (FAS) is the average of the highest 60 consecutive months of salary earned during your PERA career.

## Monthly Benefit

This amount is your benefit under Form of Payment A, straight life annuity that provides a monthly benefit for your lifetime only.

If you choose to name a beneficiary to receive a pension for their lifetime after your death, the monthly benefit you receive will be reduced because the benefit is calculated to pay a benefit over your lifetime and the lifetime of your beneficiary. The pension benefit reduction is dependent on your age and the age of your beneficiary.

## Blended Pension

Pension reform legislation passed in 2013 changed the way pensions are calculated for members who earn service credit under more than one coverage plan after July 1, 2013.

## Blended Pension (continued)

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The calculation for **service credit earned through June 30, 2013** remains the same:

- Service credit earned under one coverage plan will be calculated at the highest pension factor for that plan.
- When you have earned three or more years of service credit under each of two or more coverage plans with different pension factors, your pension is calculated using the highest pension factor applicable.

If you earn **service credit on or after July 1, 2013** the pension factor depends on your coverage plan. If you worked for the same employer under the same plan, the pension factor is the factor of that plan.

If you worked for more than one PERA-affiliated employer and the pension factor was the same for each coverage plan, that factor applies.

*For example*, as a **TIER 1** member you worked under State General Member Plan 3 (3 percent pension factor) and later worked for an employer covered by Municipal General Member Plan 4 (3 percent pension factor), all of your service credit would be calculated at 3 percent.

If you worked for PERA-affiliated employers with different pension factors after July 1, 2013, you will have a blended pension.

*For example*, If you are a **TIER 1** Municipal General Member with a minimum of three (3) years of service credit in Plan 3 (3 percent pension factor), earned on or before June 30, 2013, and after July 1, 2013 you move to an employer belonging to Municipal General Member Plan 2, (2.5 percent pension factor), all of your service credit earned under Municipal General Member Plan 3 will have a 3 percent pension factor and all of your service credit under Municipal General Member Plan 2 will have a 2.5 percent pension factor.

## Service Credit Verification and Benefit Estimates

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On request, PERA will audit your account to verify service credit. If you are within three years of retirement eligibility, you may request a benefit estimate. When auditing your account or preparing a benefit estimate, PERA staff also determines the pension factor(s) that will be used to calculate your monthly pension benefit. Requests for a benefit estimate must be in writing and may take up to 60 business days to complete, depending on the audit complexity of your file.

Whenever you contact PERA to verify your service credit, provide a retirement calculation or to purchase service credit, it is important to notify PERA of all service credit you may have including non-refunded service credit earned with the Educational Retirement Board (ERB). PERA will then contact ERB to determine your eligibility for reciprocal service credit.

## Benefits Estimate Sample - Blended Pension

		Example Calculation	Your Calculation
A.	Plan maximum	90%	
B.	Pension Factor – Part 1	3%	
C.	Years of Service - Part 1	15	
D.	Multiply B x C	45%	
E.	Pension Factor – Part 2	2.5%	
F.	Years of Service - Part 2	10	
G.	Multiply E x F	25%	
H.	Add D and G	70%	
I.	Final Average Salary	\$2,544.00	
J.	Use the Smaller of Line A or Line H whichever is less	70%	
K.	Multiply I x J	\$1,780.80	
L.	Form of Payment A	\$1,780.80	

Block L is your estimated gross monthly pension under Form of Payment A based on the factors you have entered. While this worksheet gives you a general idea of your monthly pension, you should not base your decision to retire solely on this estimate because factors may exist to cause the estimate to be inaccurate.

## Maximizing Your Retirement Benefit

There are several important ways you can maximize your retirement benefit. Here are some ways to help.

- The easiest way to increase your benefit is to work for a longer period of time. As of July 1, 2013, members can earn up to 90 percent of their final average salary. This is a great incentive to extend your retirement date.
- As your compensation increases, so does your final salary used in the benefit formula. Promotions and other salary increases could result in a higher benefit amount. This is especially important during the highest 36 consecutive months (Tier 1) or 60 consecutive months (Tier 2) during your career used for final average salary purposes.
- Purchasing withdrawn service credit, military service credit, air time and other permissible service credit can add to the total service credit at the time of retirement, which generates a higher pension.

# Form of Payment Options

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When you apply for retirement with PERA, you must choose how you want to be paid. The payment option you choose determines whether a benefit will be provided to a beneficiary after your death. If you want to provide a benefit for someone after you die, your monthly pension amount will be reduced. The reduced pension amount depends upon the option you choose, your age and the age of the survivor beneficiary you designate.

PERA uses your age nearest retirement. If you are 55 years and six months old at the time you retire, PERA will calculate your age as 56 years. Regardless of which payment option you choose, a benefit payment is payable to you for your lifetime. The descriptions of the four benefit payment options are as follows:

## Form of Payment A - Straight Life Option

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Provides a monthly payment to you for your lifetime. You receive the maximum allowable retirement benefit under your coverage plan, which provides a monthly benefit for your lifetime only. All payments stop on the first day of the month following your death. A one-time lump sum refund of unpaid member contributions and interest will be issued at the time of your death to the designated refund beneficiary on account with PERA.

## Form of Payment B - Joint Survivor Option (100%)

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Provides a monthly payment to you for your lifetime. Upon your death, your beneficiary will receive the same amount for the rest of his or her life. The benefit amount is based on your age and the age of your beneficiary at the time of retirement. This form of payment amount is less than the amount under Form of Payment A because your monthly retirement benefit is reduced to provide the same benefit to your survivor beneficiary. If your survivor beneficiary dies before you, your retirement benefit adjusts to the Form of Payment A amount when PERA is notified and receives your beneficiary's death certificate. You may choose only one person to be your survivor beneficiary with this Form of Payment. If you name a beneficiary other than your spouse who is more than 10 years younger than you, the

percentage paid to the beneficiary will be adjusted to meet Internal Revenue Code requirements.

## Form of Payment C - Joint Survivor Option (50%)

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Provides a monthly payment to you for your lifetime. Upon your death, your beneficiary will receive one-half the amount for the rest of his or her life. Your pension benefit amount is less than Form of Payment A, but more than Form of Payment B and is based on your age and the age of your beneficiary at the time of retirement. This is because your monthly retirement benefit is reduced to provide half of your benefit amount to your survivor beneficiary. If your survivor beneficiary dies before you, your retirement benefit adjusts to the Form of Payment A amount when PERA is notified and receives your beneficiary's death certificate. You may choose only one person to be your survivor beneficiary with this Form of Payment C.

## Form of Payment D - Temporary Joint Survivor Option (for retirees with children under age 25)

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Provides a monthly benefit to you for your lifetime. When you die, the same total amount is shared by your eligible children until the last child reaches age 25. Once a child turns 25, his or her benefit stops. Your benefit amount is less than Form of Payment A based on your age and the age of your youngest eligible child at the time of retirement. Your benefit amount will change to the amount that would have been paid under Form of Payment A once the youngest eligible child reaches the age of 25 provided that you are still living.

**Important Note** In all four options, you will receive at least all of the contributions you paid into your account and the interest the account has earned. If you die before your contributions and interest have been paid in benefits and no survivor pension is payable, the member contributions and interest remaining in your account will be paid to your refund beneficiary or your estate.

## Selecting a Form of Payment

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You select a payment option at the time of retirement. This election must be made on a *PERA Application for Pension Form* and requires either a completed, notarized *PERA Spousal Consent Form* consenting to the form of payment chosen and beneficiary selected, or a notarized *Affirmation of Marital Status Form* stating you are not married at the time of retirement.

If you do not select a form of payment, PERA will begin making payments under:

- Form of Payment A if you are not married at the time of retirement, or;
- Form of Payment C with your spouse as survivor beneficiary, if you are married at the time of retirement.

## Form of Payment Changes

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The form of payment may not be changed after the date the first pension payment is made, except in the following instances:

- If you are reemployed by a PERA employer, your pension is suspended by law, except for limited exclusions. If you become a regular contributing employee again and work for a minimum of three years, you can re-retire and choose a new form of payment and new survivor beneficiary.
- If you selected Form of Payment B or C with your spouse as beneficiary and you and your spouse are later divorced, you may change to Form of Payment A only if a court order provides for it.
- If your beneficiary dies before you, your form of payment will be changed to Form of Payment A after PERA has been notified of the death and receives an original death certificate.

## One-Time Beneficiary Deselection

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You are allowed a one-time opportunity to change your survivor beneficiary after you retire if you named someone other than your spouse as your beneficiary

under Form of Payment B or C and your named beneficiary is still living. If you were divorced prior to retirement and named your former spouse as your beneficiary, you may only change your beneficiary if there is no court order requiring the election of a specific form of payment or designation of a specific survivor beneficiary.

There are two choices for deselection of your current survivor beneficiary:

- Change to Form of Payment A. Your pension amount will increase and pension payments will end when you die; or
- Name another survivor beneficiary under the original Form of Payment (i.e.: B or C) selected at the time of retirement. If you choose to name a new beneficiary, your pension amount will be recalculated based on actuarial tables. Your pension may be reduced depending on the ages and life expectancies of you and the new beneficiary at the time the pension is recalculated.

A retiree whose survivor beneficiary dies can also name a new survivor beneficiary under Form of Payment B or C. You are eligible to make the one-time change to your survivor beneficiary selection if you meet the following criteria:

- A survivor beneficiary was named when you retired;
- You chose to receive your pension when you retired under either Form of Payment B or C;
- Your survivor beneficiary died; and
- PERA was notified of your survivor beneficiary's death and your pension was increased to Form of Payment A for a minimum of one month.

The one-time change to a new survivor beneficiary is irrevocable.

PERA will recalculate your pension using the original Form of Payment A pension amount at the time you retired and any COLAs awarded. PERA will use your current age and the current age of the new survivor beneficiary to calculate your pension and the survivor beneficiary's pension under Forms of Payment B or C.

## Deselection Process

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The process for changing your Survivor Beneficiary post-retirement requires the following documentation. All pertinent information must be provided before a calculation will be provided.

- Contact PERA for the appropriate deselection form.
- Proof of age for new survivor beneficiary. See page 24 of this handbook for acceptable proof-of-age documents.
- Submit a check or money order for \$100 made payable to PERA if you are requesting that PERA calculate benefits for a new beneficiary.
- Submit a copy of the new beneficiary's social security card.
- Submit a Spousal Consent Form (if applicable).
- Submit Divorce Documentation (if applicable).

Each time you request that PERA recalculate the benefit amount for a beneficiary, the charge is \$100 for each different survivor beneficiary you submit.

NOTE: The payment is not refundable even if you decide not to name a new beneficiary after you receive the calculation of pension benefit amounts under Forms of Payment B and C. The payment covers the cost of actuarially calculating the benefits and must be paid whether or not you decide to go forward with naming a new survivor beneficiary.

Allow PERA 30 to 45 business days to process and respond to your request. You will then receive information on the survivor beneficiary amounts for Forms of Payment B or C and an Agreement for Selecting a New Beneficiary/Option.

Return the completed form to PERA if you decide to name a new beneficiary or change the payment option. If the Agreement is received by PERA by the ninth day of the month, the revised pension payment will be effective for that month. If an Agreement is received after the ninth day of the month, the revised pension payment amount will be effective with the following month's pension benefit payment.

NOTE: If you name a beneficiary other than your spouse who is more than 10 years younger than you, the percentage paid to the beneficiary will be adjusted to meet Internal Revenue Code requirements.



# The Reciprocity Act

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Service credit earned under different state retirement systems (the Educational Retirement plan, Judicial Retirement plan and Magistrate Retirement plan) may be combined toward retirement eligibility and used to calculate pension benefits. The service credit earned under each system, however, will be calculated using the formula for that system. Because there may be different age and service requirements for each of the different plans and tiers, you may not receive your combined pension amount when you retire from PERA. When you qualify to receive the reciprocal portion, the increase will be included in your pension benefit.

Members with reciprocal service credit apply for and retire under the state system of their last employer. So, if you worked for an Educational Retirement Board (ERB) employer in the past and are now working for a PERA employer, you will retire under PERA.

Effective July 1, 2017, new reciprocity retirees will receive a separate pension payment from PERA and ERB. If you retire with combined PERA and ERB service credit, the ERB portion of your monthly benefit will be paid directly by ERB. This means that reciprocity retirees will receive two direct deposits into their checking/ banking institution account, one from PERA and one from ERB, on the last business day of the month.

Whenever you contact PERA to verify your service credit, provide a retirement calculation or to purchase service credit, it is important to notify PERA of all service credit you may have. PERA can then contact ERB to determine your eligibility for reciprocal service credit.

# Divorce and Your PERA Benefits

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In New Mexico, PERA retirement benefits are generally considered community property subject to division in a divorce. PERA can only administer a division of your retirement benefits if a court orders PERA to pay your former spouse a portion of your retirement benefits directly and the order has been received and approved by PERA's Office of General Counsel.

A division of PERA benefits is only payable when a member retires or refunds his or her contributions. Your former spouse may only receive a lump-sum payment from your PERA account if you terminate employment with all PERA-affiliated employers and request a refund of your employee contributions and interest. If you remain employed or end your employment and leave your member contributions on account, a lump-sum payment cannot be paid to your former spouse. Instead, when you retire, PERA will administer a court-ordered division of your retirement benefits by issuing a payment to your former spouse each month your pension benefit is payable.

How long your former spouse will receive payments depends on the terms of the court order and which Form of Payment you elect. If you elect Form of Payment A, your former spouse will receive payments during your life. If you elect Form of Payment B or C, your former spouse will generally receive payments over your life and the life of the person you have designated as your survivor beneficiary. If you elect Form of Payment B or C and designate your former spouse as your survivor beneficiary, payments will be made for the lifetime of your former spouse.

The share of the community property interest paid to your former spouse will reduce the amount you would receive if you refund your contributions. If you retire, your monthly benefit will be also be reduced by the share of community property interest paid.

The amount your former spouse receives will be determined either by agreement of the parties or by a judge's decision in your divorce proceeding. The court may order that a certain percentage or dollar amount of your PERA benefits be paid to your former spouse.

PERA cannot determine the value of your future retirement benefits, but can provide a monthly history of your member contributions account balance. Please consult an actuary, accountant or other financial professional when computing the value of your future retirement benefits.

## Orders Dividing

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The terms of an order dividing PERA retirement benefits may also affect your ability to name a survivor beneficiary when you retire. If an order dividing PERA retirement benefits specifies that you must elect a Form of Payment and a specific survivor beneficiary, you must comply with the terms of the order. If the order does not address electing a specific Form of Payment, you can elect any Form of Payment and designate any survivor beneficiary you choose.

PERA cannot change the terms of a court-ordered division of your retirement benefits. It would take another court order signed by a judge to allow any modifications. In addition, certain modifications are barred by New Mexico law after the first pension payment is made.

*For example*, as a general rule, you cannot change your Form of Payment or your survivor beneficiary after your first pension payment is made. One of the circumstances where a change can be made is when a retired member is being paid a pension under Form of Payment B or C with the member's spouse as the designated survivor beneficiary. If the retired member and the spouse divorce, the retiree can obtain a court order to have future payments made only to them under Form of Payment A. No survivor beneficiary is designated under Form of Payment A.

Finally, you should be aware that you do not need to have an order dividing PERA retirement benefits as a part of your divorce proceeding. Depending on your particular financial situation and the circumstances of your divorce settlement, you may be able to address dividing your retirement benefits in another way. For example, you could divide other property so that you retain sole ownership of your retirement account. An attorney can advise you on your options.

To protect your privacy, New Mexico law prohibits disclosing information from a PERA member's file except for the coverage plans that apply to a member, amounts of retirement plan contributions made by members and their employers and pension amounts paid. To access any other information from your PERA file, your current spouse, former spouse or attorney(s) must provide PERA with a written prior release and consent in a form approved by PERA.

# Direct Deposit

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Effective January 1, 2014, direct deposit became mandatory for all new PERA retirees.

PERA still mails paper checks each month to retirees and beneficiaries who do not have direct deposit. Every month, missing checks are reported to PERA as stolen or lost in the mail because PERA was not notified of a new address. The best way to prevent this from happening to you is to have your pension benefit directly deposited into your bank account.

If you are currently receiving a paper check and wish to start having your pension payment direct deposited, or are currently receiving a direct deposit from PERA and need to update your account and/ or routing number, complete a *PERA Direct Deposit Form* available either online or by contacting PERA. After you complete the top portion of the form you will need to take the form to your financial institution and have your financial institution complete the bottom portion of the form.

PERA will accept a faxed or scanned copy of your direct deposit form or you can mail or hand-deliver the form to either of PERA's offices. Please remember to attach a voided check or deposit slip to the form when you submit it.

If PERA receives your enrollment or change in direct deposit information by the 15th of the month, the change/ enrollment will be effective for that month. If the information is received after the 15th of the month, your pension benefit will be direct deposited the following month.

*PERA does not send out paper advice slips showing the amount direct deposited to your account. Retirees who have an online account through RIO Self Service can view past direct deposit or mailed check information.*

# Taxes on Your Benefits

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Your retirement benefits (except those contributions that have already been taxed) are considered taxable income. You have a choice of how you want PERA to handle your taxes:

- Do not withhold federal and/or New Mexico state taxes from your benefit. With this option, you are responsible for paying taxes owed;
- Withhold federal and/or New Mexico state taxes based on your marital status and the number of withholding exemptions you choose. Remember, the more exemptions you claim, the less money will be withheld for taxes;
- Calculate your withholding based on claimed exemptions and add an additional specific dollar amount; or
- Withhold an exact dollar amount.

If you cannot decide how you should handle the taxes, please consult a tax expert. If you live outside of New Mexico you do not have to pay New Mexico state income taxes on your pension payments. If you live in a state that has income tax, however, you may have to pay that state its income tax. PERA is not able to withhold other states' income taxes. Consult a tax expert or check with the state you live in regarding that state's income tax requirements.

You may change your withholding status at any time. A new *PERA Tax Deduction Form* received by the 15th of the month will be effective for the payment made on the last working day of that month.

# 1099R Information

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Retirees and beneficiaries receiving a pension payment from PERA will be issued a 1099R form each year. The 1099R is the form used to report the total amount and type of distributions made to a retiree or a beneficiary in a particular tax year to the IRS. This is like the W-2 form you received from your employer while you were working. PERA mails the 1099R forms by the last working day in January.

If you made PERA contributions after you paid taxes, these contributions are called non-deferred contributions

and are kept separate in your PERA account because you do not have to pay income tax on these contributions when you begin receiving your pension payments. The non-deferred contributions will be amortized over a specific number of years, reducing the taxable income you receive each year. The taxable amount and the non-taxable amount found in box five on your 1099R form should add up to the total gross distribution.

## Cost-of-Living Adjustments (COLA)

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Each July, PERA adjusts the gross pension benefits of all eligible retirees to include a Cost-of-Living Adjustment (COLA) and notifies the eligible COLA recipients via mail. The COLA is calculated only on pension amounts paid for service credit under the Public Employees Retirement plan, the Magistrate Retirement plan or the Judicial Retirement plan.

For reciprocity retirees with Educational Retirement Board (ERB) benefits, the COLA is calculated only on the PERA benefit portion. ERB will notify you of any COLA on the ERB portion of your retirement benefit.

### COLA Amount

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Retirees will receive a 2 percent annual compounding COLA, except:

- Retirees with 25 or more years of PERA service credit (not including reciprocity) with an annual pension of \$20,000 or less will receive a 2.5 percent annual compounding COLA.
- Retirees under disability retirement with an annual pension of \$20,000 or less will receive a 2.5 percent annual compounding COLA.

### COLA Eligibility

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There is a seven full-calendar year COLA eligibility period for members who retire under normal retirement:

A full-calendar year is January 1 through December 31. Eligible COLA recipients receive a notification letter in July each year advising them of the increase in their pension payments.

If you retire due to a disability or if you are at least age 65 prior to your first COLA eligibility date, the COLA eligibility period is reduced to one full-calendar year. The COLA will be paid the July following the full-calendar year.

# Cost-of-Living Adjustments (COLA) Suspension for Re-employed Retirees

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## As of July 1, 2013, the COLA Provisions Changed for Re-employed Retirees

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COLA increases are suspended for re-employed retirees who are grandfathered in and are receiving a pension and a salary from a PERA-covered employer. A re-employed retiree's COLA will be reinstated once they return to retired status.

## As of July 1, 2014, the COLA Provisions Changed for Retirees Elected or Appointed as a Judge or Magistrate

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COLA increases are suspended for retirees who are elected or appointed to a position as judge or magistrate as defined under the Judicial Retirement Act and the Magistrate Retirement Act. A re-employed retiree's COLA will be reinstated once they return to retired status.

## PERA Retirees Re-employed by Employers Covered by the Educational Retirement Board

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All PERA retirees who went to work for an ERB-covered employer on or before June 30, 2013 will continue to receive COLAs.

The COLA for PERA retirees who are employed by an ERB-covered employer on or after July 1, 2013 was suspended beginning with the 2014 COLA. A re-employed retiree's COLA will be reinstated once they return to retired status.

## Exclusions

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The COLA-suspension provisions do not apply to retirees excluded by law from PERA's return-to-work provisions, including retirees who are:

- Employed by the legislature for legislative session work;
- Employed temporarily as a precinct poll worker for a municipal election or an election covered by the Election Code; or
- Elected to serve a term as an elected official and who have timely filed an exclusion form.

COLAs will be paid automatically to these retirees.

## Reporting Forms

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The *Application for a Re-employed PERA Retiree Form* is used to report when a PERA retiree is re-employed. An *Employer's Certification of Termination for a Re-employed PERA Retiree Form* is used when the retiree terminates employment.

The *Application for a Re-employed PERA Retiree Form* allows PERA to track a re-employed retiree's employment and verify that contributions have been paid.

# Returning to Work After Retirement

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The laws that govern retirees returning to work for a PERA affiliate have changed over the years. As of July 1, 2013, the following restrictions apply:

## Retirees Hired on or Before June 30, 2010

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Retirees who were re-employed before July 1, 2010 were grandfathered in under the laws in place when they were re-employed.

Re-employed retirees will continue to receive both a pension and a salary.

These reemployed retirees will be grandfathered in for as long as they continue working for the employer who hired them without a break in service.

Effective July 1, 2010, re-employed retirees make employee contributions.

The PERA affiliated employer makes the required employer contribution.

Employee and employer contributions made during re-employment are nonrefundable and stay in the PERA Fund.

## Retirees Hired on or After July 1, 2010

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Effective July 1, 2010, the pension of a retiree who returns to work for a PERA affiliate is suspended.

If a retiree has completed a 12-month break in service from his or her retirement date, neither the re-employed retiree nor the employer makes PERA contributions and the re-employed retiree does not accrue service credit.

## Exemptions to Return-to-Work Provisions for PERA Retirees

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The only retirees who are exempt, or excluded, from the return-to-work provisions are:

- A retired member employed by the legislature for legislative session work;
- A retired member employed temporarily as a precinct poll worker for a municipal election or an election covered by the Election Code; or
- A retired member who is elected to serve a term of office and files a timely exclusion form.

**Note:** Retirees who are elected to office are responsible for notifying their employer that they want to exempt themselves and for completing the *Employee Exclusion from PERA Membership PERA Retiree - Elected Official Form* and ensuring that it is submitted to PERA within 30 calendar days of taking office. The exemption is for the elected official's term of office and must be filed for each term of office.

# Providing Services as an Independent Contractor

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Retirees may provide services to a PERA-covered employer as an independent contractor. A professional services agreement or contract must be submitted to PERA's Legal Division at least 15 working days before the effective date of the contract. PERA evaluates the contract to determine whether you are an "employee" or an "independent contractor." PERA utilizes the common-law control test in the Social Security Handbook to determine your status. In this evaluation, PERA considers whether or not the work you are contracting to perform is a continuation of a former employment relationship among many other factors.

A clear scope of work must be established in a professional services agreement. As an independent contractor, you must have your own state tax identification number and bill the employer directly. Compensation must be stated hourly or by a defined project. Independent contractors are not paid through the employer's payroll system and do not accrue employee benefits such as annual and sick leave or overtime. The

professional services agreement must contain a release that holds the employer harmless of any liability or claims arising from the agreement.

Renewals, amendments and modifications to a previously approved post-retirement contact must also be submitted to PERA for evaluation at least 15 working days before the effective date of the renewal, amendment or modification.

You will be notified in writing of PERA's determination of whether you are an employee or an independent contractor. If PERA determines that you are an employee and you disagree with PERA, you have the right to appeal the determination.

## Who to Contact

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Please contact the PERA Legal Division if you have questions about becoming an independent contractor after you retire at: (505) 476-9354.

# How to Increase Your Pension Benefits

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You may voluntarily suspend your pension and become a PERA member at any time during your retirement. Your total service credit and final average salary will be recalculated at the time of re-retirement, providing enhanced retirement benefits.

# RIO Self Service Online Account Information for Retirees

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You still have access to your PERA information online even after retirement. If you have not already created a user ID and password, go to the PERA website's home page at: [www.nmpera.org](http://www.nmpera.org) and click on the RIO Login button at the top of the page to get started.

## Changing Your Demographic Information

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As a PERA retiree, you may change your telephone number and email address online. Changes to your mailing address must be done in writing to PERA. You may submit your address change to PERA by fax at (505) 476-9401, email at [pera-memberservices@state.nm.us](mailto:pera-memberservices@state.nm.us) or by mail to the address on page 4.

## Viewing Pension Benefit Information

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After you have logged on to your online account, click on Pension Check Information, click on the year you want to view from the drop down list, then click on OK. To see the details of a specific benefit payment, find the month you want to view and click on Details located to the right. This will show all the information for that specific benefit payment.

Clicking on this option provides the current pension payment information. You can also review and print an *Income Verification Letter*. This is a useful tool for those retirees who need verification of their retiree income from PERA.

## PERA Retiree Newsletters

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PERA publishes an edition of *La Voz* with information specifically for retirees and beneficiaries. *La Voz* is mailed to your home and posted on PERA's website up to twice annually. Any time there is important information concerning issues affecting PERA retirees such as Board elections and legislative changes, PERA will notify you in *La Voz* and with articles posted on the PERA website at: [www.nmpera.org](http://www.nmpera.org).

Since PERA mails the retiree edition of *La Voz* to you, it is important to keep PERA updated if you change your address. Please notify PERA of the address change by contacting PERA in writing.



# Retirement Planning

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Only you can decide the perfect time for you to retire. Your spouse, significant other, friends, family, co-workers, and employer may have an opinion on the topic, but only you can decide if you are ready mentally, physically and financially for retirement. There are some items to consider when planning for retirement.

## Post-Retirement Insurance

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PERA does not offer or provide post-retirement medical, dental, vision or life insurance. If you are employed with a PERA-affiliate who also participates in the New Mexico Retiree Health Care Authority (NMRHCA), you may have access to post-retirement insurance provided that you meet NMRHCA's requirements. Some of PERA's employers offer post-retirement insurance to their retiring employees. In some cases, you may be eligible to participate in Medicare. It is important to research your options before you commit to a retirement date to ensure you do not have a lapse in coverage. It is important to have a realistic understanding of the cost of post-retirement insurance for planning purposes. If the cost is more than you anticipated, it may be time to research whether or not a spouse or significant other can cover you on his/her employer's insurance plan.

## Social Security Benefits

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PERA's pension benefits are not affected by Social Security benefits, however your Social Security benefit may be reduced if you receive a PERA benefit. It is important to note that some of PERA's members do not contribute to Social Security based on an agreement between their employer and the Social Security Administration. As part of your retirement planning, you are encouraged to learn how Social Security works, any benefits due to you, any applicable age reductions, and the steps you need to take to begin receiving benefits. To learn more, please visit Social Security's website at [www.ssa.gov](http://www.ssa.gov), call 1-800-772-1213 or visit a local Social Security office.

## Financial Status

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Have you considered:

- Your pre-retirement debt situation – Is your mortgage, any vehicles, credit card debt paid in full? Can your spouse continue to make the payments if you pass away post-retirement?
- Your spouse/ significant other's finances – Does your spouse/ significant other have a retirement and/ or insurance benefits of his or her own? Can he/ she survive without your pension benefits?
- Your dependent children – Do you have any dependent children who rely on your income and/ or insurance benefits? Will you need to cover educational expenses for your dependent children post-retirement?
- Long-term care – Have you considered the expense tied to long-term care for either you, your spouse/ significant other or your parent(s)?
- A will or living trust – Do you have a will or living trust in place?

## Additional Retirement Savings

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The majority of PERA's affiliated employers offer additional ways to save money pre-retirement, including PERA's Smart Save Deferred Compensation Plan. It is never too late to save more money so that the next chapter of your life can be all that you hope and dream it will be.

# PERA's Smart Save Deferred Compensation Plan

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The State of New Mexico, through PERA, offers employees of participating PERA-affiliate employers, the PERA Smart Save Deferred Compensation Plan. Established in 1981, PERA Smart Save is a supplemental retirement plan under IRS section 457b. Plan participants make tax-deferred retirement contributions beyond those associated with the defined benefit plan. With a low administrative fee, a diverse spectrum of investment options and active PERA Board oversight, the PERA Smart Save Plan is an excellent option to enhance your retirement.

An employee may participate in PERA Smart Save at any time following the date of employment and is 100% vested at all times. Participation in the Plan is voluntary. An eligible employee may participate by completing an enrollment form with PERA or the Plan's third-party administrator. An independent contractor or a consultant is not eligible to participate in the Plan.

## Administrative Fee

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The PERA Smart Save Plan charges an annual administrative fee that pays for PERA's direct costs for managing the Plan, the Plan's third-party administrator and investment consultant. Effective July 1, 2017, the annual fee is a hybrid structure consisting of \$30 per participant plus 0.135% of the participant's assets, capped at \$104 for those with large account balances. The fee is paid directly from your account(s) balance and is applied quarterly. There are no additional transaction fees, no sales loads or commissions. All fees are fully disclosed to participants in their quarterly statements.

## Investment Choices

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The PERA Smart Save Deferred Compensation Plan is 100% self-directed. You choose the investment options from a variety of stocks, bonds, and other mutual funds in the fund line up. The fund line up also offers custom LifeCycle Portfolios that provide diversification across several asset classes. You have full control over how

your money is invested and you may make changes to your fund selection at any time. (Each mutual fund may have specific rules on trading which are included in the prospectus of each mutual fund.)

The PERA Smart Save Plan also offers a self-directed brokerage option that allows you to invest in funds outside of the Plan's fund line up. You must meet minimum qualifications to participate in this option and additional fees apply.

An independent investment consultant is contracted by the PERA Board to provide investment consultation services to the PERA Board on behalf of the Plan.

## Investment Education and Retirement Planning

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A third-party administrator is contracted with the PERA Board to provide record keeping, enrollment, education, and other administrative services for the Plan. The PERA Smart Save website, [www.newmexico457dc.com](http://www.newmexico457dc.com), provides a wealth of information such as: educational brochures, videos, and various tools and calculators to help you understand the investment options and how to manage your account. Retirement specialists are available statewide to present educational group seminars or to assist you directly with your account.

## Contributions

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Unlike your defined benefit plan, you choose your own contribution amount. The minimum contribution amount is \$10 per pay period and is deducted from your paycheck, tax-deferred. This means you are not taxed on your contributions or investment earnings until you begin taking payments from your account. You may increase, decrease or suspend your contribution amount at any time (unless your employer has restrictions on changes). The maximum contribution amount, set by IRS guidelines, is currently \$18,000 per calendar year. If you are age 50 or older, you may use the Age 50 Catch-

Up provision which allows an additional \$6000 this calendar year over the normal contribution amount. If you are within three years of Normal Retirement Age, you may be eligible for the Special Catch-Up provision which allows a contribution amount up to two times the normal maximum. A retirement specialist can help you determine if you qualify for either catch-up option.

Participants can rollover assets from other eligible retirement plans into their PERA Smart Save Plan account. Eligible retirement plans include: another 457b, 401a, 401k, 403b or traditional IRA. Consolidating eligible retirement plans allows you to manage all of your investments in one place.

## Loans and Unforeseeable Emergencies

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As a PERA Smart Save Deferred Compensation Plan participant, you may be eligible to borrow a loan from your plan account. You will be obligated to repay the loan plus interest in monthly installments within a specified period of time. Interest paid on your loan is applied directly back to your plan account.

If you experience an unforeseeable emergency, you may be eligible for a taxable withdrawal from your plan account.

Additional information on loans or emergency withdrawals can be obtained from PERA, the Plan's third-party administrator, or [www.newmexico457dc.com](http://www.newmexico457dc.com).

## Purchasing Service Credit

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If you have inquired with PERA on the cost of air-time, military or withdrawn service credit, you may use your PERA Smart Save funds to complete the purchase. Distributions for the purchase of service credit are transferred from your Smart Save account directly to PERA and are not taxable or tax reportable until you begin receiving PERA pension payments.

## Enrollment Form

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The PERA Smart Save Deferred Compensation Plan EZ Enrollment Form can be found on page 53 of this handbook. You may also obtain an enrollment form from PERA, the Plan's third-party administrator, or [www.newmexico457dc.com](http://www.newmexico457dc.com).

## Contact Information

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If you would like to participate in the PERA Smart Save Deferred Compensation Plan or for additional information, call PERA's deferred compensation plan manager at (505) 476-9386 or visit [www.newmexico457dc.com](http://www.newmexico457dc.com).

# Legal / Disclosure Information

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## Correction of Errors and Omissions

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If an error or omission results in an overpayment to a member or a member's beneficiary, PERA must correct the error or omission and adjust all overpayments accordingly. PERA must recover all overpayments made for a period of up to one year before the date the error or omission was discovered.

A person who is paid more than an amount due them as a result of fraudulent information provided by the member or the beneficiary is liable for repaying that amount to PERA plus interest on the amount, currently set at 10 percent.

Additional costs include all collection costs, including attorney fees if necessary. Recovery of such overpayments extends back to the date the first payment was made based on the fraudulent information.

Statements of fact or law made by PERA Board members or employees of the Board or association do not preclude the Board or the association from acting in accordance with statutes that apply.

## Member Handbook Notice

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This member handbook is intended solely as a convenient guide for members concerning PERA procedures and benefits. As a result, the information in this handbook is of a general nature and may not apply to all situations. Future changes in the Public Employees Retirement Act or in the rules and regulations of the association may make some information obsolete.

Neither PERA nor the PERA Board of Trustees provides professional financial or tax-related services. Members should consult with a financial planner or tax advisor as needed.

In all situations, the provisions of the Public Employees Retirement Act and the rules and regulations of the Association control and override any statement or information contained in this member handbook.

This handbook is not a contract. It is not intended to, and cannot be considered to, create any contractual obligation on the part of PERA.

This handbook is intended to provide information to our members about how their retirement plan works and the benefits of being a PERA member. Reproduction for personal use by members and employers is not only permitted, but encouraged.

# More Information About PERA

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## Helpful Tips

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The PERA's Interactive Voice Response system is available at (800) 342-3422 or (505) 476-9300 in the Santa Fe area.

- Active members may obtain the current balance and refund information for their member contributions in their account.
- Retirees may obtain pension and deduction amounts for their retirement benefits.

Remember to keep your *Beneficiary Designation Form* current. This form is available on page 51 of this handbook, from your employer, or you may request it directly from PERA Member Services or download it from the PERA website at: [www.nmpera.org](http://www.nmpera.org).

If you move, please submit a change of address to PERA in writing. This will ensure that your *Annual Member Statement of Account*, *Cost-of-Living Adjustment (COLA) letter*, board election ballot, *La Voz* newsletter, and other

important documents reach you in a timely manner. You can also change your address online through the RIO Self Service feature on the PERA website: <https://perass.state.nm.us/SelfService>

If you are divorced, make certain you retain court-endorsed copies of all related documents. These documents must be submitted to PERA in the event of a request for a refund or retirement.

Your retirement will be effective on the first day of the month after the following is complete:

- Your completed, signed application and all required documentation is filed with PERA;
- PERA verifies your service credit and age; and
- Your employment with your PERA affiliated-employer and ERB affiliated-employer ends.

## Sources of Benefit Information

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Benefit information is available in the following ways:

- [www.nmpera.org](http://www.nmpera.org);
- Handbooks and brochures (on the PERA website or by calling (800) 342-3422);
- Informational seminars (schedule posted on the PERA website);
- *La Voz* newsletters, published twice a year and available on the PERA website and through your employer or mailed to retirees and pension beneficiaries; *Annual Member Statement of Account* for active members; and
- Contacting PERA (see the PERA contact information).

# Glossary

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**“Accumulated member contributions”** means amounts deducted from the salary of a member and credited to the member’s individual account, together with interest if any, credited to that account; it also includes repaid withdrawn contributions not including interest paid thereon, or amounts paid to purchase service credit as allowed under the PERA Act.

**“Active duty”** for purposes of acquiring service credit under NMSA 1978, Section 10-11-7, as amended, for periods of active duty with uniformed service of the United States, means full-time duty in the active uniformed service of the United States, including full-time training duty, annual training duty, and attendance while in the active military service, at a school designated as a service school by law or by the secretary of the military department concerned. “Active duty” does not include full-time national guard duty, which is training or other duty performed by a member of the air or army national guard of a state or territory, for which the member is entitled to pay from the United States or for which the member has waived pay from the United States. “Active duty” includes duty in the full-time military service reserve components activated pursuant to a federal call to duty, deployment for a peacekeeping mission or other declared national emergency.

**“Adult correctional officer member”** means a person who is employed as an adult correctional officer or an adult correctional officer specialist by a state correctional facility of the corrections department or its successor agency.

**“Another retirement program”** means retirement plans established by the Judicial Retirement Act, Magistrate Retirement Act, and the Educational Retirement Act.

**“Elected official”** means a person elected to a public office by registered voters, who is paid a salary; “elected official” includes a person who is appointed to fill an unexpired term of an elected public office, and is paid a salary.

**“Filed”** means that PERA has received the complete document as evidenced by a writing on the document indicating the date of receipt by PERA.

**“Fire member”** means any member who is employed as a

firefighter by an affiliated public employer, is paid a salary and has taken the oath prescribed for firefighters. The term shall not include volunteer firefighters or any civilian employees of a fire department.

**“Juvenile correction officer”** means a member who is employed as a juvenile correctional officer by the children, youth and families department or its successor agency.

**“Leave office”** means an elected official’s successor has been duly elected or appointed and qualified for office, or an elected official has died.

**“Legal representative”** means “personal representative” as defined in the Probate Code of New Mexico which includes executor, administrator, successor personal representative, special administrator and persons who perform substantially the same functions under the law governing their status, or an attorney or a person acting pursuant to a power of attorney for a member, retired member or beneficiary.

**“Member”** means a currently employed, contributing employee of an affiliated public employer, or a person who has been but is not currently employed by an affiliated public employer, who has not retired and who has not received a refund of member contributions.

**“TIER 1 member”** means a current, active member employed by a PERA affiliate on June 30, 2013, an inactive member with employee contributions on account on June 30, 2013 (i.e. terminated employment, but did not refund), and a retired member on June 30, 2013.

**“TIER 2 member”** means a member who is first hired on or after July 1, 2013 and a member who refunded his or her employee contributions on or before June 30, 2013 and returned to work for a PERA affiliate on or after July 1, 2013.

**“Municipal detention officer”** means a member who is employed by an affiliated public employer other than the state who has inmate custodial responsibilities at a facility used for the confinement of persons charged or convicted of a violation of a law or ordinance. “Municipal detention officer” includes both juvenile and adult municipal detention officers.

**“Peace officer”** means any employee of the state with a duty to maintain public order or to make arrests for crime, whether that duty extends to all crimes or is limited to specific crimes, and who is not specifically covered by another coverage plan.

**“Permissive service credit”** means service credit recognized by the retirement system for purposes of calculating a member’s retirement benefit, which is available only by making a voluntary additional contribution which does not exceed the amount necessary to fund the benefit attributable to such service credit.

**“Police member”** means any member who is employed as a police officer by an affiliated public employer, who is paid a salary, and who has taken the oath prescribed for police officers. The term shall not include volunteers, hazardous duty members, or employees who do not perform primarily police functions including, but not limited to jailers, cooks, matrons, radio operators, meter checkers, pound employees, crossing guards, police judges, park conservation officers, and game wardens. A member who is employed by an affiliated public employer both as a police officer and as a non-police officer employee shall be regarded as a police member if more than 50 percent of the member’s total salary is paid as a police officer.

**“Private retirement program”** for the purpose of exclusion from membership under NMSA 1978, Section 10-11-3(B) (5) means a retirement program of the affiliated public employer that meets the internal revenue service minimum standards regarding benefits as outlined in 26 C.F.R. Section 31.3121(b) (7)F of the Employment Tax Regulations and IRS Rev. Proc. 91-40.

**“Reenlistment”** as used in NMSA 1978, Section 10-11-6(A) (3), means enlistment or voluntary entry into one of the armed services as either enlisted personnel or as a commissioned officer.

**“Retired member”** means a person who is being paid to a normal, deferred or disability pension on account of that person’s membership in the association. “Retired member” shall not include any persons receiving a pre-retirement survivor pension, post-retirement survivor pension, or reciprocity retirement pension where the payer system is not PERA, or any other person unless specifically included by definition as a “retired member.”

**“Salary”** means the base salary or wages paid a member, including longevity pay, for personal services rendered to

an affiliated public employer. “Salary” includes a member’s fixed, periodical compensation from full- or part-time employment; shift differentials; and wages paid while absent from work on account of vacation, holiday, injury or illness, which means payment made by continuing the member on the regular payroll. “Salary” includes incentive pay that is not temporary and becomes part of member’s base salary. “Salary” also includes temporary promotions, temporary salary increases, but no other temporary differentials. “Salary” shall not include overtime pay, allowances for housing, clothing, equipment or travel, or payments for unused sick leave, unless the unused sick leave payment is made through continuation of the member on the regular payroll for the period represented by that payment. “Salary” also does not include lump-sum payments that are not part of the member’s fixed periodical compensation, such as lump-sum annual and sick leave or occasional payments to elected officials for attending meetings, allowances for any purpose, employer contributions to a private retirement program, or other fringe benefits, even if they are paid to or for a member on a regular basis, and any other form of remuneration not specifically designated by law as included in salary for Public Employees Retirement Act purposes.

**“State legislator member”** means a person who is currently serving or who has served as a state legislator or lieutenant governor and who has elected to participate in a state legislator member coverage plan. A former legislator or former lieutenant governor may be a “state legislator member” whether or not currently receiving a pension under a state legislator member coverage plan.

**“State system”** means a retirement program provided for in the Public Employees Retirement Act, Magistrate Retirement Act, or Judicial Retirement Act.

**“Terminate employment”** means that a member has a complete break in service and an absolute cessation of employment with all affiliated public employers and Educational Retirement System employers, including employment as an elected official, as evidenced by a personnel action form or other equivalent document, and the member is not reemployed by an affiliated public employer for 30 days; or upon the date of death of a member. A break in service for a return-to-work retiree is 12 consecutive months.

# Appendix - Other Types of Service Credit

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Description of the different types of service credit available for purchase.

## Cooperative Work Study Programs

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If you were appointed to participate in a cooperative work study training program established jointly by a state agency and a state post-secondary educational institution, you may purchase credited service for up to 5 years of participation.

The cost of cooperative work study service credit is the full actuarial present value of the amount of the increase in the employee's pension as a consequence of the purchase as determined by PERA. This is the same formula used to determine the cost of "air time" service credit.

- You must submit a copy of your school transcripts during the school phase.
- You must submit certification from the school, stating the start and end dates for each semester of your school phase.
- You must submit personnel action forms for the work phases of the employment.
- You must be vested for your TIER of membership before you can purchase this time.

## Employed By Utility Company, Library, Museum, Transit Company or by a Nonprofit Organization

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If you were employed by a utility company, library, museum, transit company or by a nonprofit organization administering federally funded public service programs, which was taken over by an PERA-affiliated public

employer, or you were employed by an entity created by a joint powers agreement between two or more affiliated public employers for the purpose of administering or providing drug or alcohol addiction treatment services whether or not the drug or alcohol addiction treatment center is subsequently taken over by a PERA-affiliated public employer, you may purchase service credit for the period of employment subject to the following conditions:

- You pay PERA the employer and employee contributions based on your current retirement plan;
- You must be vested for your TIER of membership before you can purchase this time; and
- The aggregate amount of credited service purchased does not exceed five years.

## Civilian Prisoner of War

---

If you were a civilian prisoner of war captured while in the service to the United States as an employee of the federal government or as a contractor with the federal government, you may purchase service credit for the period of internment as a civilian prisoner of war. The cost formula is the same as the cost to purchase military service credit. In order to purchase this time a member must:

- Provide proof of employment with the federal government or as a contractor;
- Provide proof of the period of internment; and
- Be vested for your TIER of membership.



## New PERA-Affiliated Public Employer (Prior Service)

---

When a public employer becomes a new affiliated employer with PERA, you may purchase service for employment with that employer prior to the affiliation date once you have vested with PERA for your TIER of membership. You must pay PERA for both the employer and member contributions based on your final average salary when buying this type of service credit. The cost to purchase this type of service credit is based upon the contributions associated to the retirement plan that you are currently covered under and your final average salary.

You may purchase prior service after you have left the employment of the new PERA-affiliated employer and are now employed by a different PERA-affiliated employer as long as you vested for your TIER of membership at the time of the purchase. The cost formula is the same as the one used to calculate military service credit in the example on page 18.

## Employment with the Federal Government

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If you have 15 or more years of PERA credited service and are then employed by the United States government within 30 calendar days of leaving employment with a PERA-affiliated public employer, you can continue to make contributions to earn PERA service credit. You must sign a contract with PERA, within 90 calendar days of leaving employment with a PERA-affiliated employer, to pay the employee and employer contributions based on your final average salary at the time of termination. You must make monthly payments to earn service credit with PERA until you qualify for retirement. If you miss one payment, the contract is cancelled and you must wait until you reach normal age and service requirements in order to apply for your deferred pension. For further information about the contract, please contact the PERA Contribution Accounting Bureau.

# PERA Contact Information - Santa Fe

Santa Fe Office

33 Plaza La Prensa

Santa Fe, NM 87507

(505) 476-9300 Voice

(505) 476-9401 Fax

Business Hours

8:00 am- 5:00 pm

Monday - Friday

Closed on State Holidays

Toll Free (800) 342-3422

website: [www.nmpera.org](http://www.nmpera.org)

e-mail: [pera-memberservices@state.nm.us](mailto:pera-memberservices@state.nm.us)

A directory with direct telephone numbers to Santa Fe staff may be found on the PERA website on the Contact PERA page.

Directions to the PERA building in Santa Fe:

Directions from downtown Santa Fe:

1: Start out on CERRILLOS ROAD SOUTH heading away from downtown.

2: Go south on CERRILLOS Rd to the traffic light at the Santa Fe Outlet Mall.

3: Turn RIGHT onto W FRONTAGE ROAD/I-25 W FRONTAGE ROAD.

4: Turn RIGHT onto NEW MEXICAN PLAZA.

5: The PERA office is located directly ahead.

6: Park in the main parking lot and enter through the front door by the flag pole.

Directions from Albuquerque:

1: Start out going NORTH on I-25

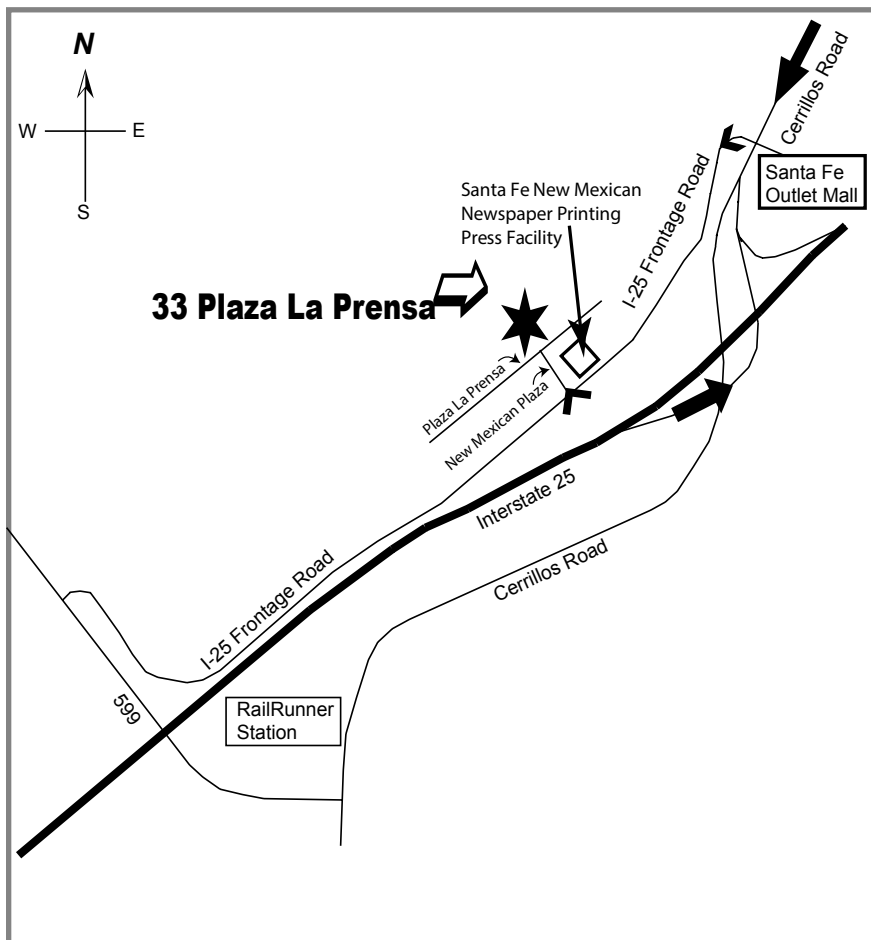
2: Turn off at the CERRILLOS ROAD SOUTH exit.

3: Merge to the LEFT and turn LEFT onto W FRONTAGE ROAD/I-25 W FRONTAGE ROAD.

4: Turn RIGHT onto NEW MEXICAN PLAZA.

5: The PERA office is located directly ahead.

6: Park in the main parking lot and enter through the front door by the flag pole.



# PERA Contact Information -Albuquerque

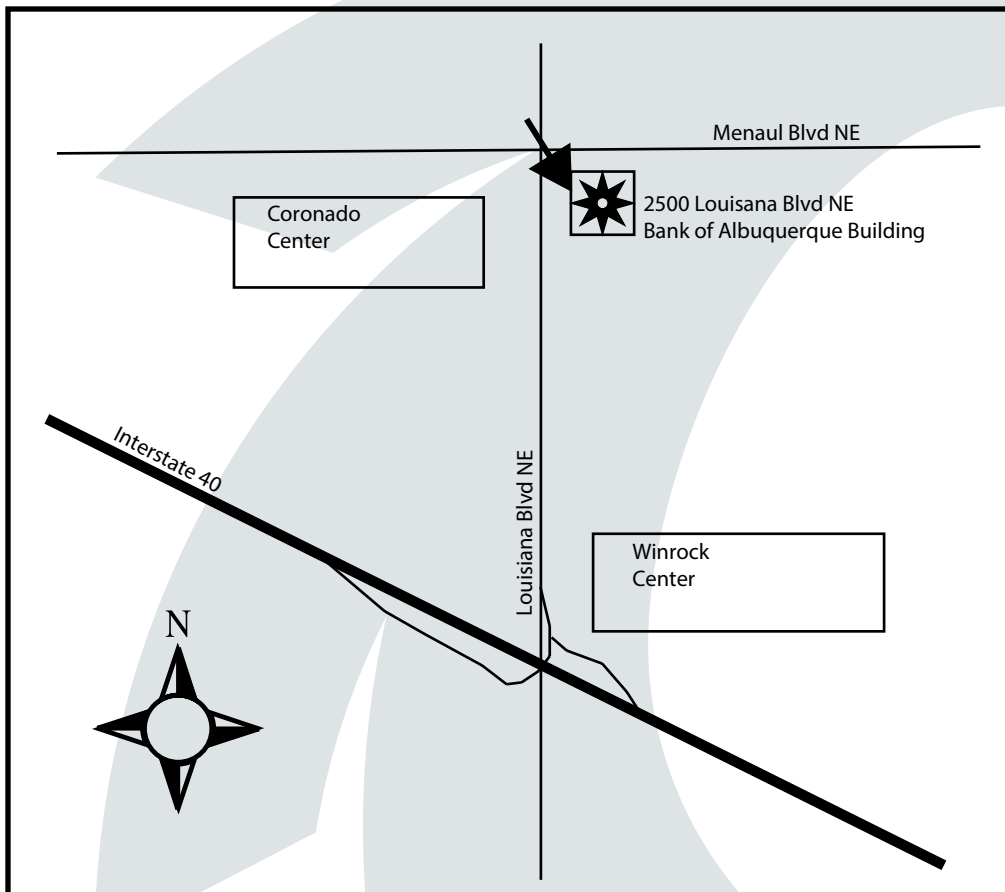
Albuquerque Office  
2500 Louisiana Blvd., NE, Suite 400  
Albuquerque, NM 87110  
(505) 383-6550 Voice  
(505) 883-4573 Fax

Business Hours  
8:00 am - 5:00 pm  
Monday - Friday  
  
Closed on State Holidays

website: [www.nmpera.org](http://www.nmpera.org)  
e-mail: [pera-albuquerque@state.nm.us](mailto:pera-albuquerque@state.nm.us)

## Directions to the PERA office in Albuquerque:

At the southeast corner of Menaul Blvd. NE and Louisiana Blvd. NE in the Bank of Albuquerque building on the 4th floor in Suite 400. This is directly east of Coronado Center.



# Who Do I Call?

... If I have questions about retiring? or		
... If I have questions about benefit estimates? or		
... If I have questions about purchasing service credit?		
PERA Member Services-Santa Fe		(505) 476-9300
PERA Albuquerque office		(505) 383-6550
Or toll free		(800) 342-3422
... If I have questions about deferred compensation?		
Deferred Compensation		(505) 476-9386
... If I have questions on disability retirement or survivor benefits?		
Member Services-Santa Fe		(505) 476-9300
... If I have questions about requesting a retirement seminar in my city?		
Outreach Bureau-statewide		(505) 476-9358
... If I have questions about PERA investments Portfolio holdings?		
PERA's Public Records Request Division		(505) 476-9300
... If I have questions about refunds?		
Member Services - Santa Fe		(505) 476-9300
... If I have questions about retirement for public school and university employees?		
Educational Retirement Board (ERB) - Santa Fe		(505) 827-8030
ERB Albuquerque Office		(505) 888-1560
Or toll free		(866) 691-2345
<a href="http://www.nmerb.org">www.nmerb.org</a>		
... If I have questions about retiree insurance?		
New Mexico Retiree Health Care		(505) 476-7340
Or toll free		(800) 233-2576
<a href="http://www.nmrhca.org">www.nmrhca.org</a>		
... If I have questions about social security?		
Social Security		(800) 772-1213
<a href="http://www.ssa.gov">www.ssa.gov</a>		
... If I have questions about taxes?		
IRS		(800) 829-1040
<a href="http://www.irs.gov">www.irs.gov</a>		
New Mexico Taxation and Revenue Department		(505) 827-0700
<a href="http://www.tax.newmexico.gov">www.tax.newmexico.gov</a>		



33 Plaza La Prensa, Santa Fe, New Mexico 87507  
 (505) 476-9401 fax (505) 476-9300 voice  
 (800) 342-3422 Toll-Free  
[www.nmpera.org](http://www.nmpera.org)

## BENEFICIARY DESIGNATION FORM

Instructions: Please print or type in dark ink. The original of this form must be completed in its entirety and returned to PERA for processing. Required fields are in **BOLD ITALICS**

CHECK ONE:  New Form     Change in Existing Information

MEMBER INFORMATION				
<b>SOCIAL SECURITY NUMBER or PERA ID NUMBER</b>			<b>DATE OF BIRTH</b> (mm/dd/ccyy)	
<b>FIRST NAME</b>	<b>MI</b>	<b>LAST NAME</b>		
<b>MAILING ADDRESS</b>		<b>CITY</b>	<b>STATE</b>	<b>ZIP</b>
				<b>HOME/CELL TELEPHONE NO.</b>
<b>MARITAL STATUS</b> <input type="checkbox"/> NEVER BEEN MARRIED <input type="checkbox"/> MARRIED <input type="checkbox"/> DIVORCED <input type="checkbox"/> WIDOWED Marriage or divorce after the date this form is completed may revoke your beneficiary designation(s).				
SURVIVOR BENEFICIARY INFORMATION – You May Only Choose One Person				
I designate the following person to be my survivor beneficiary to receive a monthly pension payable for life in the event of my death prior to retirement. If I have less than the minimum number of years to meet retirement eligibility when I die, this monthly pension will be payable only if my death is duty related as provided by law.				
<b>NAME</b>	<b>RELATIONSHIP</b>	<b>SSN</b>	<b>DATE OF BIRTH</b>	<b>ADDRESS/PHONE NUMBER</b>
<input type="checkbox"/> Same as above				
REFUND BENEFICIARY INFORMATION – You May Only Choose One Person Or Organization				
If no survivor pension is payable, I designate the following person <u>or</u> organization to be my refund beneficiary to receive a refund of my accumulated member contributions. If I do not designate a refund beneficiary, I understand the refund amount will be paid to my estate.				
<b>Person</b>				
<b>NAME</b>	<b>RELATIONSHIP</b>	<b>SSN</b>	<b>DATE OF BIRTH</b>	<b>ADDRESS/PHONE NUMBER</b>
<input type="checkbox"/> Same as survivor beneficiary				
<b>OR Organization</b>				
<b>ORGANIZATION NAME</b>		<b>ADDRESS/PHONE NUMBER</b>		<b>TAX ID #</b>
SPOUSAL CONSENT				
<input type="checkbox"/> Check here if you are married and designating someone other than your spouse. If this box is checked, you must submit a separate completed Spousal Consent Form for this designation to be effective.				
MEMBER AUTHORIZATION				
I hereby declare that all the information provided is true and complete to the best of my knowledge.				
<b>SIGNATURE OF MEMBER</b>			<b>DATE OF SIGNATURE</b> (mm/dd/ccyy)	

To be completed by a PERA member prior to retirement

September 2015

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# PERA SmartSave

Deferred Compensation Plan 

## SEND OR FAX COMPLETED FORM TO:

Nationwide Retirement Solutions  
3600 Rodeo Lane  
Suite B1  
Santa Fe, NM 87507  
Phone: 505-989-4992  
Fax: 505-989-4991

## EZ Enrollment Form: 457(b) Plan

### PERSONAL INFORMATION (please print)

Name \_\_\_\_\_  Male  Female

Social Security Number \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Number of pay periods per year \_\_\_\_\_

Payroll Center/Employer Name \_\_\_\_\_

Beneficiary Name \_\_\_\_\_

DOB \_\_\_\_\_ Relationship \_\_\_\_\_ Percentage \_\_\_\_\_

Participant Signature \_\_\_\_\_ Date \_\_\_\_\_

Retirement Specialist Name / Agent Number \_\_\_\_\_

### ENROLLMENT INSTRUCTIONS

- I want to enroll in the NM-PERA Program today and begin contributing:
- \$ \_\_\_\_\_ per pay period  
(Minimum of \$10)

- I acknowledge that I have read the terms and conditions detailed below. I will be enrolled into the 457(b) plan.

Your pre-tax payroll deduction amount will be invested in a LifeCycle fund closest to the year in which you turn 65. I understand that the earliest my enrollment can start is the first day of the month following my completed request, and that upon receipt of this form I will receive a welcome notice. Changes can be made at any time.

**Please be sure to provide your Social Security Number, signature, and date.**

### TERMS AND CONDITIONS

Upon receipt of this enrollment form, you will be provided a welcome kit which will include a Beneficiary Form, Memorandum of Understanding and Enrollment Kit or Basics Booklet with more detailed information on the provisions outlined below:

- My account balance will be held in trust for the exclusive benefit of me or my beneficiaries.
- I may cancel my participation, before my forms are processed, by calling 505-989-4992 within seven days from the date that I signed the enrollment form.
- Based on market fluctuations, the rate of return on my account could be either positive or negative. This could result in my account balance being worth less than my contributions.
- Investments may have underlying expenses or management fees that will reduce the investment results. Information on these expenses can be found in the investment profiles or the respective prospectus(es). Investment profiles and prospectus(es) can be found on the Plans website at [www.newmexico457dc.com](http://www.newmexico457dc.com)
- The beneficiary will default to the participants estate in the event beneficiary information is not provided or incomplete.
- Fund prospectuses can be obtained by calling 1-877-677-3678. Read the prospectuses carefully before investing. Before investing, carefully consider the fund's investment objectives, risks, charges and expenses. The fund prospectus contains this and other important information.

The Internal Revenue Service imposes rules which limit the times when I can make changes or receive withdrawals from the Program.

- At any time, I may change my contribution amount and the investment allocation of my current account balance.
- I may withdraw funds from the Program only upon:
  - 1) Severance from employment (including termination or death)
  - 2) An Unforeseeable Emergency (as defined by IRC section 457(b))
  - 3) Plans loan provision
  - 4) Total disability
  - 5) Attaining age 70 1/2 even if still employed.
- Although not required, withdrawals may begin after receipt of a Payout Request Form including my severance from employment and my employer's verification of severance.
- The funds in my account may be eligible for rollover to an IRA or to an eligible retirement plan upon severance from employment.



**Nationwide**  
Is on your side

The NM PERA Smart Save Plan is administered by Nationwide.

Nationwide Retirement Solutions and Nationwide Life Insurance Company (collectively "Nationwide") have endorsement relationships with the National Association of Counties, and the International Association of Fire Fighters-Financial Corporation. More information about the endorsement relationships may be found online at [www.nrsforu.com](http://www.nrsforu.com).

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NRW-2199NM-NM.1 (01/16)

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33 Plaza La Prensa, Santa Fe, New Mexico 87507  
 (505) 476-9401 fax (505) 476-9300 voice  
 (800) 342-3422 Toll-Free  
[www.nmpera.org](http://www.nmpera.org)

## PERA REQUEST FORM

Instructions: Please print or type in dark ink. The original of this form must be completed in its entirety and returned to PERA for processing. Required fields are in ***BOLD ITALICS***

MEMBER INFORMATION – PRINT CLEARLY			
<b><i>SOCIAL SECURITY NUMBER or PERA ID NUMBER</i></b>			
<b><i>FIRST NAME</i></b>	<b><i>MI</i></b>	<b><i>LAST NAME</i></b>	
<b><i>MARITAL STATUS</i></b> <input type="checkbox"/> NEVER BEEN MARRIED <input type="checkbox"/> MARRIED <input type="checkbox"/> DIVORCED <input type="checkbox"/> WIDOWED			
<b><i>MAILING ADDRESS</i></b>		<b><i>HOME or CELL TELEPHONE NO.</i></b>	
		EMAIL ADDRESS	
<b><i>CITY</i></b>	<b><i>STATE</i></b>	<b><i>ZIP</i></b>	
<b><i>DATE OF BIRTH</i></b>		<b><i>GENDER</i></b> <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	
<b>PRESENT EMPLOYER</b>			
<b>REQUEST FOR INFORMATION (PLEASE CHECK ALL THAT APPLY)</b>			
<input type="checkbox"/> Send Retirement Kit – Retirement forms are also available on the PERA website.(check all plans that apply) <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <span><input type="checkbox"/> PERA</span> <span><input type="checkbox"/> JRA</span> <span><input type="checkbox"/> MRA</span> <span><input type="checkbox"/> ERA</span> <span><input type="checkbox"/> VFF</span> </div> <input type="checkbox"/> Estimate of benefits: Requested for retirement on [date(s)] _____ <div style="margin-left: 20px;">           1. Beneficiary Name _____ Relationship to Member _____            Date of Birth _____ Beneficiary SSN _____         </div> <input type="checkbox"/> 2. Total Service Credit Verification <input type="checkbox"/> Purchase of Withdrawn Service: <input type="checkbox"/> Cost of All Years <input type="checkbox"/> _____ Year(s) only <small>Requests for less than yearly increments will be done if Application for Pension has been submitted to PERA.</small> <input type="checkbox"/> Purchase of “Air Time” Service <input type="checkbox"/> Purchase of Military Service <b>(Copy of DD214 must be attached with discharge status)</b> <input type="checkbox"/> Purchase of Prior Service <b>Name of Employer with Prior Service</b> _____ <small>PERA will contact the employer with the prior service with instructions on the information needed.</small> <ul style="list-style-type: none"> <li>• PERA will provide two requests annually, visit our website <a href="http://www.nmpera.org">www.nmpera.org</a> for additional requests</li> </ul>			
<i>Allow 60 business days to process your estimate, service credit verification or purchase agreement. Requests with ERB service credit could take additional time to process.</i>			
<b><i>SIGNATURE OF MEMBER</i></b>			<b><i>DATE</i></b>

September 2015

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Toll Free (800) 342-3422  
Website: [www.nmpera.org](http://www.nmpera.org)  
E-mail: [pera-memberservices@state.nm.us](mailto:pera-memberservices@state.nm.us)  
[pera-albuquerque@state.nm.us](mailto:pera-albuquerque@state.nm.us)

## Santa Fe Office

33 Plaza La Prensa  
Santa Fe, NM 87507  
505-476-9300 Voice  
505-476-9401 Fax

## Albuquerque Office

2500 Louisiana Blvd. NE, Suite 400  
Albuquerque, NM 87110  
505-383-6550 Voice  
505-883-4573 Fax



**Public Employees  
Retirement Association  
of New Mexico**

Updated October 2017