



# PERA

Public Employees  
Retirement Association  
of New Mexico

P.O. Box 2123, Santa Fe, New Mexico 87504-2123  
(505) 476-9401 fax (505) 476-9300 voice  
(800) 342-3422 Toll-Free  
[www.nmpera.org](http://www.nmpera.org)

## PERA INFORMATION SHEET

### THINKING OF RETIRING?

If you are considering retiring, PERA requests that you submit the following documents to us at least **sixty (60) calendar days** in advance of your anticipated retirement date:

- *Application for Pension Form*
- *PERA Tax Deduction Form*
- *PERA Spousal Consent Form* (if married)
- *PERA Affirmation of Marital Status Form* (if not married at the time of retirement)
- *PERA Direct Deposit Authorization Form* (mandatory)
- Copy of a birth or baptismal certificate for yourself
- Copy of a birth or baptismal certificate for your beneficiary
- Copy of your marriage certificate (if applicable)
- Court endorsed copies of all divorce decrees and marital settlement agreements (if applicable)
- Your beneficiary's social security number on the *Application for Pension Form*

Please write your name and social security number or PERA ID number on ALL of the forms and copies of documents. If you have applied for retirement and have ALREADY submitted the required documentation, you **DO NOT** have to submit the documentation again. Remember that we cannot process your retirement benefits without receiving the completed forms listed above. If we do not receive your application and all the required information prior to your selected retirement date, **your retirement date will be postponed** until the first of the month following our receipt of all completed required forms.

### WHEN IS YOUR RETIREMENT EFFECTIVE?

Your Retirement becomes effective the **First Day of the Month Following:**

- ✱ *Receipt of your completed application and all required supporting documentation*
- ✱ *Termination of your employment with your current PERA employer*
- ✱ *Determination by PERA that you have successfully met all eligibility requirements and conditions for retirement*

PERA will request an Employer's Certification from your current employer verifying your last date of employment and a report of your last month's earnings and contributions. When PERA has received all the completed documentation, we will authorize your benefit payments on the State payroll system. You should receive your first by direct deposit on the last working day of your retirement month.

### WHEN ARE YOUR BENEFITS PAID?

PERA retirement benefits are paid once a month on the last working day of each month. Your benefit payments will be electronically transferred on the last business day of each month to the financial institution selected on your *PERA Direct Deposit Authorization Form*. Direct deposit of benefit payments is **mandatory**.

### WHAT ABOUT ANY CHANGES PRIOR TO YOUR EFFECTIVE RETIREMENT DATE?

You must notify PERA in writing of any changes in your status prior to your effective retirement date. Failure to do so may result in a payment delay of your benefit. Notify PERA Member Services in writing at the address at the top of the page.

Be sure to include your social security number or PERA ID number, your telephone number and your current address on all correspondence.

**IMPORTANT!** If you chose your spouse as your beneficiary and your spouse dies after you retire or you are divorced, your pension will be changed to Form of Payment A. You are eligible to choose another beneficiary in the case of a divorce or death of your beneficiary.

Retirees who name a beneficiary other than their spouse at the time of retirement have a one-time irrevocable option to change their beneficiary under the same form of payment or move up to Form of Payment A. Please contact PERA if you need additional information about this option.

<b>OTHER IMPORTANT CONTACTS:</b>	<b>Health Insurance</b> NM Retiree Healthcare Authority 4308 Carlisle Blvd, NE Suite 104 Albuquerque, NM 87107 (800) 233-2576 or (505) 222-6400	<b>Deferred Compensation</b> Program Manager, PERA Deferred Compensation P. O. Box 2123 Santa Fe, NM 87504-2123 (800) 342-3422 or (505) 476-9395
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