



PERA

Public Employees
Retirement Association
of New Mexico

INVESTED IN TOMORROW.



Volunteer Firefighter Retirement Kit



Congratulations!

After many years of volunteering in your community, you are now considering retirement. PERA knows this is an important moment in your life. The decisions you make now will have a lasting effect on your retirement years. PERA has worked to make our retirement process as smooth and straightforward as possible for our members. We have designed the process so that you can implement your retirement entirely by e-mail, fax or by mail. You are always welcome, of course, to contact either of PERA's offices by phone or e-mail to discuss any matters of concern with one of our staff members.

This retirement kit contains the information necessary to complete the retirement process. In the middle of the kit you will find explanations of the process and answers to various questions about PERA Volunteer Firefighter retirement benefits. In the back of the kit you will find the form that must be completed and mailed back to us along with your personal documentation. It is possible that you may need other forms if you have circumstances other than the average retirement case. We have included the most frequently needed phone numbers for PERA and for various agencies that may be helpful to you in the course of processing your retirement.

We take great pleasure at PERA in working to ensure that our members have a safe and secure pension in their retirement years. We know that you have worked long and hard to reach this point in your life. If we can do anything further to assist you in the retirement process or after you have retired, please do not hesitate to contact us.

Happy Retirement!

Wayne Propst, Executive Director

When Am I Eligible to Retire?

To qualify for a volunteer firefighter pension from PERA, you must be age 55 or older with 10 or more years of volunteer firefighter service credit. The monthly amount of your pension is determined by your years of volunteer firefighter service:

- At least age 55 with 25 or more years of service you will receive \$250 per month; or
- At least age 55 with 10 or more years of service you will receive \$125 per month

You may continue as a Volunteer Firefighter after you retire, but you will not earn additional service credit.

example, if you retire under the 10 year plan, you cannot re-retire under the 25 year plan in the future even if you continue volunteering as a retiree.

Please note, that once you retire under a set pension (10 or 25 years of service) you may not retire under another tier. For

What Do I Need to Do to Start Receiving My Retirement Benefits?

By following the procedures outlined on this page, you will be able to receive your benefits at the earliest possible time. A retirement application package should be submitted to PERA at least 60 days, but no more than six months, in advance of your planned retirement date. It should include the following documentation from you and your beneficiary:

Form and supporting documentation to be provided by retiring member:

1. *Application for Volunteer Firefighter Pension*
2. Copy of birth or baptismal certificate
3. Copy of marriage certificate (if you are married)
4. Copy of your Social Security card

The *Application for Volunteer Firefighter Pension* can be obtained beginning on page 9 of this retirement kit, by visiting PERA's website at www.nmpera.org, e-mailing either of PERA's offices or by calling PERA to request the forms be mailed to your address on file.

Please note that every page of the documents you provide should have your social security or PERA ID number on it.

Your beneficiary's documentation:

1. Copy of birth or baptismal certificate
2. Copy of beneficiary's Social Security card

Upon your death your surviving spouse or dependent child will be paid two-thirds of the amount of pension you were receiving at the time of your death. A pension to a surviving spouse terminates upon either remarriage or death. A pension to a dependent child ceases when they reach age 18 or death. If PERA does 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.

What Do I Need to Do to Start Receiving My Retirement Benefits (continued)?

Notes related to supporting documentation:

In lieu of a birth or baptismal certificate, you may prove your age by submitting a religious record of birth established before the age of 5, a current passport, a current New Mexico driver's license or a current New Mexico Motor Vehicle Division issued identification card. Alternately, you may use any two of the following documents showing the date of birth:

1. Copy of a life or automobile insurance policy;
2. Current voter registration or voter identification record;
3. Tribal census record;
4. Childhood immunization record made prior to age eighteen (18) years;
5. Military record (such as a DD214), including a valid United States active-duty, retiree or reservist military identification card;
6. Birth certificate of child showing age of parent;
7. Physician's or midwife's record of birth;
8. Immigration record;
9. Naturalization record; or
10. Social Security record.

For a designated beneficiary to be identified as a spouse, a copy of a marriage certificate, other proof of marital status acceptable in a court of law or any two of the following documents showing marital status:

- (a) financial institution or bank record;
- (b) joint real estate deed or mortgage;
- (c) insurance policy.

When Will My Retirement Benefits Begin?

Your retirement becomes effective the first day of the month following: (1) receipt of all the required documentation mentioned on page two and (2) the determination by PERA staff that you meet retirement eligibility requirements. Be sure to notify PERA in writing if your last date of service changes from the date given on your *Application for Volunteer Firefighter Pension Form*. The first pension

payment will be sent by direct deposit, on the last business day of your retirement month, to the financial institution you have indicated in Section 4 of your *Application for Volunteer Firefighter Pension* form. You will need to contact your financial institution about its policies for depositing the funds into your account.

Tax and 1099R Information

While PERA cannot provide tax guidance, it is important to note that the benefit paid by PERA will be reported to the Internal Revenue Service (IRS) via a 1099R form. Section 5 of your *Application for Volunteer Firefighter Pension* form will allow you to instruct PERA related to tax withholding.

For reference, a benefit of \$125 or \$250 per month does not generally register on tax withholding tables. Please consult a tax professional if you have questions about tax withholding related to this benefit.

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 the member received from his or her employer while the member was working. PERA mails the 1099R forms by the last working day in January.

What Should I Expect After I Submit My Retirement Paperwork to PERA?

After you submit your retirement paperwork to PERA, you should expect to receive the following series of letters:

- **An Acknowledgement Letter of Receipt:** This letter confirms PERA's receipt of your retirement paperwork, including your planned retirement date you selected on your *Application for Volunteer Firefighter Pension*.
- **An Estimate of Benefits:** If you have not received an Estimate of Benefits in the six months prior to submitting your retirement kit, you will receive an updated Estimate of Benefits prior to your planned retirement date.
- **A Congratulatory Letter from PERA's Executive Director:** This letter arrives in conjunction with your first benefit payment from PERA which will be issued through direct deposit.

RIO (Retirement Information Online) Self-Service Online Account Information for Retirees

A retiree has access to his or her PERA information online even after retirement. To create a user ID and password, visit PERA's website at: www.nmpera.org and click on the RIO Login button at the top of the page to get started.

Viewing Pension Benefit Information

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.

NOTE: Retirees can also download copies of 1099R forms for up to the past three (3) years from their RIO Self Service account.

An Important Reminder

Members are encouraged to review their self-service account prior to retirement. If the member is using a work-related e-mail address to establish his or her account the member should update his or her self-service e-mail address to a personal e-mail address in the event the member or retiree needs to reset his or her password in the future.

Direct Deposit Schedule

Pension payments are issued on the last business day of the month by direct deposit to the account designated on your *PERA Direct Deposit* section of the *Application for Volunteer Firefighter Pension*. Future direct deposit schedules may be viewed by visiting <http://www.nmpera.org/for-retirees/direct-deposit-schedule>.

2021

Friday, January 29, 2021	Friday, February 26, 2021	Wednesday, March 31, 2021
Friday, April 30, 2021	Friday, May 28, 2021	Wednesday, June 30, 2021
Friday, July 30, 2021	Tuesday, August 31, 2021	Thursday, September 30, 2021
Friday, October 29, 2021	Tuesday, November 30, 2021	Friday, December 31, 2021

2022

Monday, January 31, 2022	Monday, February 28, 2022	Thursday, March 31, 2022
Friday, April 29, 2022	Tuesday, May 31, 2022	Thursday, June 30, 2022
Friday, July 29, 2022	Wednesday, August 31, 2022	Friday, September 30, 2022
Monday, October 31, 2022	Wednesday, November 30, 2022	Friday, December 30, 2022

NOTE: If a retiree needs a future direct deposit to be sent to a different bank account, please complete a *PERA Direct Deposit Form* available either online or by contacting PERA. If PERA receives the change in direct deposit information by the 15th of the month, the change will be effective for that month. If the information is received after the 15th of the month, the change will be effective the following month.

Who Do I Call?

... If I have questions about retiring or post-retirement survivor benefits?

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 requesting a retirement seminar in my city?

Outreach Bureau Chief - statewide	(505) 476-9388
E-mail	pera-training@state.nm.us

... If I have questions about taxes?

<u>IRS</u>	(800) 829-1040
Website	www.irs.gov
<u>New Mexico Taxation and Revenue Department</u>	(505) 827-0700
Website	www.tax.newmexico.gov

PERA Contact Information - Santa Fe

Santa Fe Office

33 Plaza La Prensa
Santa Fe, NM 87507

(505) 476-9300 Voice
(505) 954-0370 Fax

Toll Free (800) 342-3422

website: www.nmpera.org

e-mail: 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.

 @NMPERA  @NMPERA  @PERANEWMEXICO

 @NM PERA

Business Hours

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

Closed on State Holidays

Directions to the PERA building in Santa Fe:

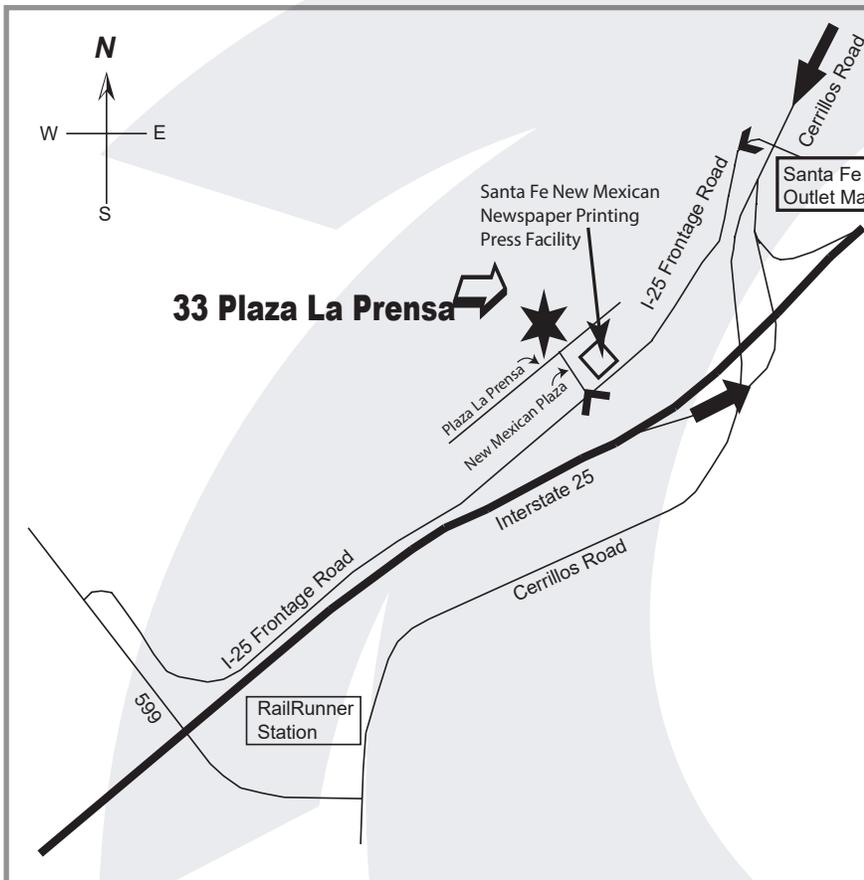
Directions from downtown Santa Fe:

- 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

6300 Jefferson St. NE, Suite 100
Albuquerque, NM 87109
(505) 383-6550 Voice
(505) 954-0380 Fax

Business Hours

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

Closed on State Holidays

website: www.nmpera.org

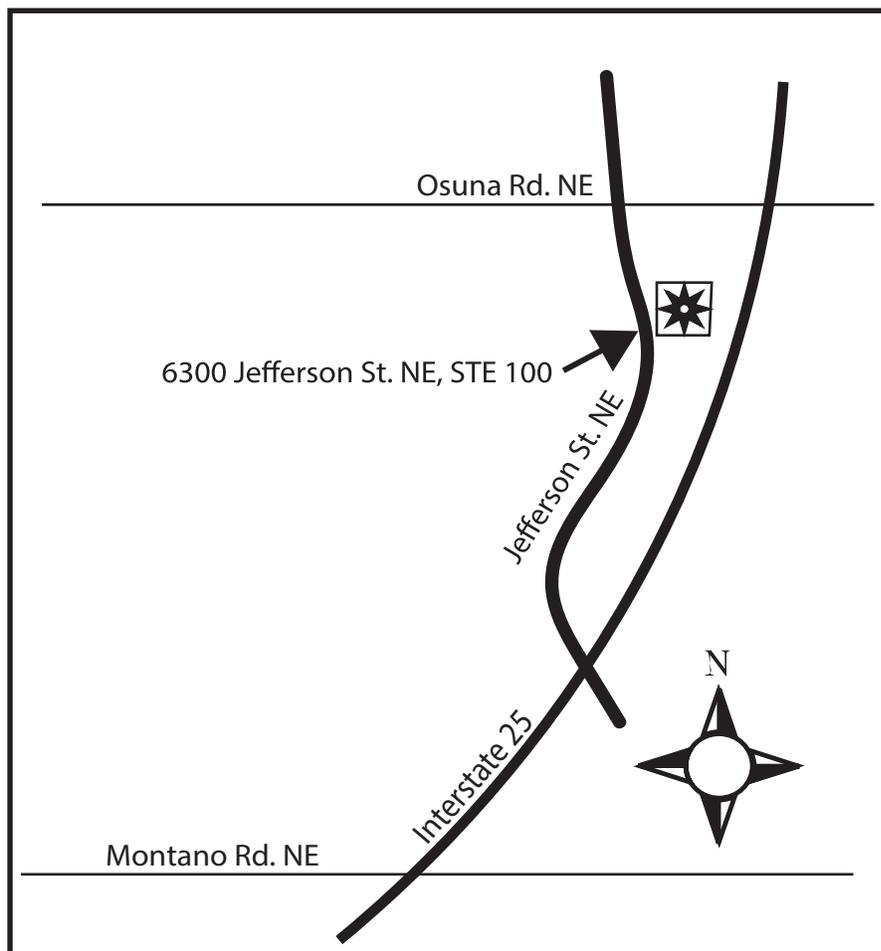
e-mail: pera-albuquerque@state.nm.us

 @NMPERA  @NMPERA  @PERANEWMEXICO

 @NM PERA

Directions to the PERA office in Albuquerque:

Follow I-25 to exit 229 (Jefferson St.). Take Jefferson St. NE heading north. Your designation will be on the east side of the street across from the Lowe's Home Improvement Call Center.



Application for Volunteer Firefighter Pension Instructions

If you are considering retirement, PERA requests that you complete and submit the Application for Volunteer Firefighter Pension along with all required documents no earlier than six (6) months, but no later than sixty (60) calendar days in advance of your effective retirement date. Failure to complete and submit the Application for Volunteer Firefighter Pension and required documentation in its entirety may result in your retirement benefit being delayed.

Required Documentation

1. Copy of applicant's proof of age (e.g. driver's license or birth certificate).
2. Copy of beneficiary's proof of age (e.g. driver's license or birth certificate).
3. For any designated beneficiary to be identified as a spouse, a copy of the marriage certificate, or other acceptable proof of marital status is required.
4. Copy of applicant's Social Security card.
5. Copy of beneficiary's Social Security card.

Please refer to page 3 of the Retirement Kit for acceptable types of documents and further guidance.

Section 1 Information About You

1. Please fill out all demographic fields of this section.

Section 2 Information About Your Retirement

1. Include your years of VF service at the time of retirement and your effective retirement date. Your effective retirement date will be the first day of the month following your last day of volunteering with the Volunteer Firefighter Department.

Note: Your benefit will be paid once a month on the last working day of each month.

Section 3 Information About Your Spouse or Dependent Child

1. You may designate EITHER a spouse or one dependent child (child under the age of eighteen 18) as a beneficiary. In the event of the retiree's death, the designated survivor beneficiary will receive an annuity equal to two-thirds of the retirement paid to the retiree. The annuity paid to a spouse will cease upon the surviving spouse's marriage or death and the annuity paid to a dependent child will cease when the child reaches the age of 18 or upon the child's death, whichever comes first.
2. Please provide the full name, social security number, address and date of birth of your beneficiary. You must submit proof of age for yourself and your beneficiary as well as a copy of your marriage certificate if you are married at the time of retirement.

Section 4 Information About Your Marital Status

1. This section informs PERA of your marital status at the time of retirement.
2. If you are not married please fill out this section.
3. Must be signed in the presence of a Notary.

Section 5 Information About Your Notary

1. This section will need to be filled out by a Notary. The Notary's stamp must be visible.
2. No correction fluid will be allowed on this section.

Section 6

Information About Your Financial Institution

1. Please indicate what financial institution you would like your benefit to be direct deposited into.
2. You may only have ONE account for your direct deposit. PERA cannot split your benefit.
3. You must attach a voided check or a completed direct deposit form from your financial institution. Please DO NOT include a copy of a direct deposit slip.

Section 7

Information About Your Tax Withholding

1. The left-hand section indicates to PERA that you either do or do not want federal income tax to be withheld from your PERA benefit.
2. The right-hand section indicates to PERA that you either do or do not want state income tax to be withheld from your PERA benefit.
3. Both sections indicate to PERA that you either do or do not want to withhold federal and state income taxes based on a specific number of exemptions at either the married, married at single tax rate, or single tax rate. The more exemptions you claim, the lower the amount of taxes that will be withheld from your benefit. PERA uses the most current state and federal tax rates. These rates generally change on January 1 of each year. Even if you do not change your tax withholdings, the amount withheld from your benefit might change due to a change in the tax rate.
4. Indicate on the line "Number of Exemptions Claimed" the number of exemptions you want your withholdings calculated.
5. Under current Federal law, you may designate an additional amount to be withheld in Box 3 without first entering your withholding status and exemption in Box 2 (including zero).
6. PERA cannot accept a percentage in Box 4. Only a flat dollar amount will be accepted.

Section 8

Your Acknowledgment

1. This section acknowledges your application for retirement benefits and that you understand the requirements of completion.
2. To ensure that you receive a benefit for the retirement date chosen, the completed and submitted Application for Volunteer Firefighter Pension along with the following required documents should be sent to PERA no earlier than six (6) months, but not later than sixty (60) calendar days in advance of your effective retirement date. Failure to complete and submit the Application for Volunteer Firefighter Pension and required documentation to PERA in its entirety may result in your retirement benefit being delayed. The completed Application for Volunteer Firefighter Pension and required documentation must be filed with PERA no later than the close of business on the last working day of the month prior to the selected date of retirement in accordance with 2.80.700.10.A(1)NMAC.



Application for Volunteer Firefighter Pension

33 Plaza La Prensa Santa
Fe, NM 87507 (505)
476-9300 phone (505)
954-0370 fax
www.nmpera.org

Instructions: Please print or type in dark ink. This application must be completed in its entirety and returned to PERA via regular mail, fax, or e-mail to pera-memberservices@state.nm.us for processing. Members are encouraged to review the Volunteer Firefighter Retirement Kit guidance. Failure to complete and submit this application and required documentation in its entirety may result in your retirement benefit being delayed.

Section 1 Information About You

Social Security Number or PERA ID	Name (First, Middle Initial, Last)

Date of Birth	Phone Number	Would you like direct correspondence by E-mail? If so, include E-mail Address

Mailing Address	City	State	Zip Code

Section 2 Information About Your Retirement

	<input type="checkbox"/> 10+	<input type="checkbox"/> 25+	
Last Volunteer Fire Department	Years of Service (select one)		Effective Retirement Date (first day of a month)

Section 3 Information About Your Spouse or Dependent Child

Beneficiary's Name (First, Middle Initial, Last)	Date of Birth	Beneficiary's Social Security Number	Relationship

Beneficiary's Mailing Address	City	State	Zip Code	Phone Number

Section 4 Information About Your Marital Status *Must be signed in presence of a notary

Never Married
 Married
 Widowed
 Divorced

For completion by applicant *if not married* at the time of retirement.

I, _____, an applicant for PERA benefits, affirm that I am not currently married. This does not include legal separation.

Applicant's name (please print)

Signature of Applicant	Date

_____-_____-_____
Social Security Number

or

PERA ID

Section 5

Information About Your Notary

State of _____)

County of _____) SS:
_____)

Signed and sworn to (or affirmed) before me by _____ & _____
Applicant's name (please print) Spouse's name, if married (please print)

on this ____ day of _____, _____.

My Commission Expires _____

Notary Public Telephone Number _____ - _____ - _____

Signature of Notary _____

*Notary stamp must be visible

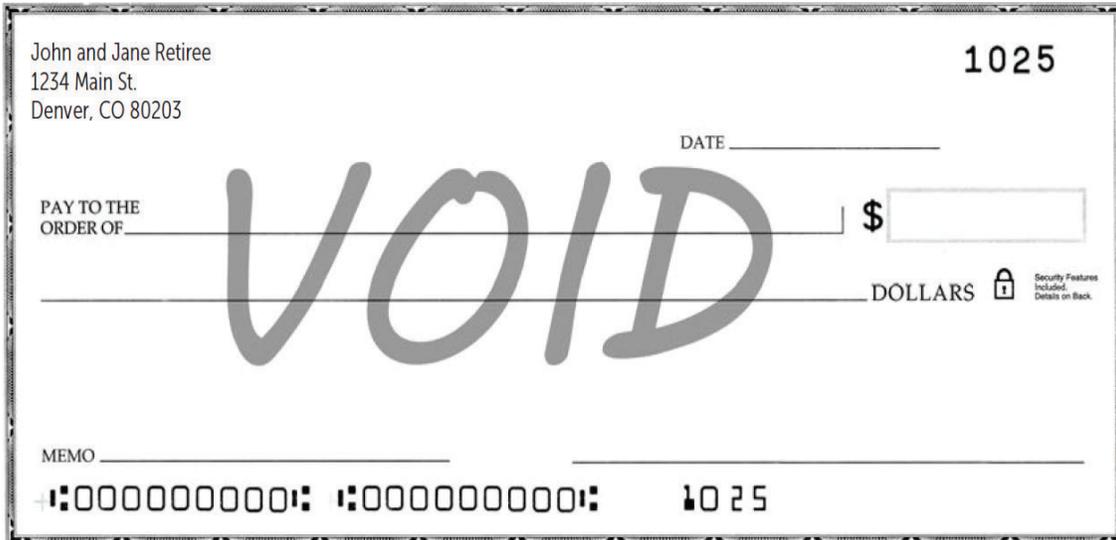
Section 6

Information About Your Financial Institution

Savings Checking

_____ Name of Financial Institution	_____ Routing Number	_____ Account Number
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**YOU MUST ATTACH A VOIDED CHECK OR A COMPLETED DIRECT DEPOSIT FORM FROM YOUR FINANCIAL INSTITUTION HERE
(PLEASE DO NOT INCLUDE A COPY OF A DIRECT DEPOSIT SLIP)**



- -

Social Security Number

or

PERA ID

Section 7

Information About Your Tax Withholding

Federal Withholding Election:

1. **No withholding** - DO NOT withhold federal income tax.
2. **Tax table** - Withhold federal income tax from each benefit payment according to my filing status and number of exemptions I have indicated below:
Filing Status: Married
 Married at a single rate
 Single

NUMBER OF EXEMPTIONS: _____

3. **Tax table plus extra amount** - Withhold federal income tax from each benefit payment according to my filing status and number of exemptions, plus the amount I have entered here \$ _____
4. **Flat dollar amount only** - Withhold \$ _____ in federal tax from each benefit payment (**PERA will not accept a percentage. Only flat dollar amount will be accepted.**)

State Withholding Election:

1. **No withholding** - DO NOT withhold state income tax.
2. **Tax table** - Withhold state income tax from each benefit payment according to my filing status indicated below:
Filing Status: Married
 Married at a single rate
 Single

Effective January 1, 2020, state income tax liability is not reduced based on the number of personal exemptions claimed by a taxpayer. Indicate in box 3 if you would like to have additional taxes withheld and box 4 to withhold a flat dollar amount.

3. **Tax table plus extra amount** - Withhold state income tax from each benefit payment according to my filing status, plus the amount I have entered here \$ _____
4. **Flat dollar amount only** - Withhold \$ _____ in state tax from each benefit payment. (**PERA will not accept a percentage. Only flat dollar amount will be accepted.**)

Section 8

Your Acknowledgment

I am hereby applying for retirement benefits as indicated above. I understand my retirement benefits will begin on the first of the month following the completion of all the following: 1) meeting the age and service requirements for normal retirement; and 2) the completion and submission of the Application for Volunteer Firefighter Pension and required documentation. I certify that the information contained herein is true and correct to the best of my knowledge.

Signature of Applicant

Date

Toll Free 1-800-342-3422
Website: www.nmpera.org
E-mail: pera-memberservices@state.nm.us
pera-albuquerque@state.nm.us

 @NMPERA  @NMPERA  @PERANEWMEXICO

 @NM PERA

Santa Fe Office

33 Plaza La Prensa
Santa Fe, NM 87507
505-476-9300 Voice
505-954-0370 Fax

Albuquerque Office

6300 Jefferson St. NE, Suite 100
Albuquerque, NM 87110
505-383-6550 Voice
505-954-0370 Fax



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Retirement Association
of New Mexico**

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