

Fairfax County Retirement Systems
Request an Estimate
School Employee

Please Note: You may request an estimate if you are one year or less from your earliest retirement date. Estimates may take 60 to 90 days to be prepared. If you visit the Retirement Agency website at www.fairfaxcounty.gov/retirement/ and click on "Member Area: Secure Log In" to establish an account in Web Member Services (WMS), you can generate your own retirement benefit estimates.

Please use the following information to calculate a retirement estimate for me.

Full Name: _____

Agency/Job Title: _____

Last 4 Digits of Social Security Number: _____ Age at Present: _____

Date of Birth: _____ Daytime Phone: (_____) _____

Specify retirement date to be used in estimate: _____, **OR** check the appropriate box

first date eligible for normal retirement **OR** first date eligible for early service retirement

* **Please note:** All estimates are based on current information at the time the estimate was generated. You will be provided with an estimate for ONE retirement date. **If you request multiple dates, only the first date will be used to calculate your benefit.** Please see complete policy for estimate requests on the reverse (page 2).

I have some part-time service? Yes Dates: _____

Break(s) in service? Yes Dates: _____

For information on Optional Joint & Last Survivor Option, fill out the following:

Name of Spouse: _____ Date of Birth of Spouse: _____

Comments: _____

Signature: _____ Date: _____

Please return this form to:
Fairfax County Retirement Administration Agency
10680 Main Street, Suite 280, Fairfax, VA 22030-3812
Fax: 703-273-3185 Phone 703-279-8200

Retirement Agency Policy on Benefit Estimate Requests – Employees’

The Retirement Administration Agency’s (RAA) policy is to provide an estimate of retirement benefits to individuals having less than one year before they are eligible for early retirement. Employees who are **within one year of their early retirement eligibility date** may request an estimate of their retirement benefits using an “Estimate Request” form. This form is available at the Retirement Agency website, may be picked up from our office, or you may request a form be faxed, mailed, or e-mailed to you.

Retirement benefit figures will be calculated using any sick leave balance or leave without pay balances within that employee’s record. **Individuals are limited to one request for an estimate in the calendar year.** You may choose ONE date for us to calculate your benefit OR you may check the box for earliest eligibility for regular retirement. If you write down multiple dates, only the first date listed will be used to do your calculations.

If you are not within one year of retirement eligibility, you can use Web Member Services (WMS) on the RAA website to calculate estimates of your retirement benefits.

Active Employees can access the WMS internet-based program by visiting the RAA website at www.fairfaxcounty.gov/retirement -- Under “Related Links” in the left navigation bar, click on “Member Area: Secure Log In” to establish an account and calculate your retirement estimate.

The RAA website allows members to work up their own projections, based on individual assumptions of salary increases and variable retirement dates. Members can adjust their projected retirement date to account for sick leave balances and leave without pay balances. DROP is included as an option when using the internet estimate calculator. Please check PRISM or check with the payroll contact at your agency to verify your sick leave and leave without pay balances and any questions regarding either one.

FYI: Remember that every 172 hours of sick leave equates to one month of service. You can visit the Retirement Agency internet site at www.fairfaxcounty.gov/retirement/active_employees/questions.htm for more information on how sick leave can affect your retirement eligibility. A series of **Fact and Tip Sheets** that address frequently asked questions of members regarding sick leave credit and other subjects is available.

Full-time members of the County Retirement Systems receive an "Annual Benefit Statement" once per year (normally in August). Statements are mailed to members who were active in one of the three Retirement Systems as of June 30 of that year. The Annual Benefit Statements do not account for sick leave, but use of the estimator program in WMS does. To request a detailed estimate from the Retirement Agency, that will take Sick Leave into account and can also give information on a Joint and Last Survivor option, a written request is required. These requests are limited to once per calendar year and are only provided to those members who are determined to meet the “within one year” criteria.

All requests for estimates must be in writing on an “Estimate Request” form from the Retirement Agency (found on the reverse of this form or page 1 of the pdf file). Completed request forms can be faxed or mailed to the Retirement Agency. Once your estimate request is received and your retirement eligibility date is verified, your estimate will be calculated and mailed to your home address within approximately three weeks.

If you have difficulty understanding your annual benefit statement or your retirement benefit estimate, please refer to your Fairfax County Employees’ Retirement System Handbook. A copy of the Retirement System Handbook can be downloaded from www.fairfaxcounty.gov/retirement/pdfs/emphandbook.pdf or you can request one by calling the Retirement Agency at 703-279-8200. The Retirement System Handbook is your best resource for examples and information regarding your retirement benefit.