

***The Retirement Process for
SCHOOL Employee Members of Fairfax County Employees' Retirement System (FCERS)***

Hired Before January 1, 2013

Step by Step Checklist

1. Within 1 year of retirement eligibility:

- Contact Retirement Systems to obtain a **Benefit Estimate**.

NORMAL retirement (Age + Service = 80, Same as Rule of 80)

NORMAL retirement (Age 65 with 5 years of Service)

EARLY retirement (Age + Service = 75)

**Please allow at least 6 weeks from the time we receive your estimate request,
for your benefit estimate to be mailed to your home.*

2. Within 3-6 months of retirement:

- Contact RAA for a **RETIREMENT Packet**. (3 – 6 months prior to retirement)
You may request a packet by **calling** us at 703-279-8200, TTY: 711 to have it mailed to you or arrange to pick one up at our offices on Main Street.

- Notify your **SUPERVISOR** that you are planning to retire and request form **HR-2** (Notification of resignation or Retirement) or go to the FCPS internet site to download form **HR-2** from Active Employee Forms/Other Forms --
<http://www.fcps.edu/it/forms/hr2.pdf>.

- Complete **HR-2** form and return it to your supervisor. Your supervisor can help you determine the appropriate time to submit your HR-2. ***The HR-2 must be returned to your Supervisor/Principal/Program Manager.***

3. Within 1-3 Months of retirement (once all forms are completed):

- Return your completed retirement forms in person or return them via **mail**. If you choose to drop them off during our walk-in hours of 11:00am-2:00pm, one of our staff can verify that all the requested information is complete so your application can be processed without delay.

4. 45-60 Days after retirement:

- First Payment Letter and Calculation Worksheet** will be mailed to you within this time frame.
- All monthly retirement payments** will be sent by direct deposit to your financial institution on the last business day of each month.

Retirement Systems Office Hours of Operation: Monday-Friday, 8:00 am to 4:30 pm

Walk-in hours: 11:00am to 2:00pm

Limited services are available during walk-in hours

*Contact the Fairfax County Public Schools **Office of Benefit Services at 571-423-3200** for information about **Health Insurance, Dental Insurance, and Life Insurance.***

The Retirement Systems Office and FCPS Office of Benefits Services coordinate with each other to make your transition to retirement as smooth as possible.