Retirement Incentive Documentation Checklist

This checklist will help you avoid common errors that result in the documents being denied, delayed or returned for corrections.

The Retirement Incentive Packet MUST include:

1. **Board Resolution or Memorandum of Understanding**
   - ☐ Does it state the Ed codes 22714, 44929, and 87488?
   - ☐ Does it state the beginning and ending of the window period?
   - ☐ Is it signed and adopted before the window period begins?

2. **Form MS 1169.1—Certification of Employer Participation**
   - ☐ Section 1 Employer Information—is it filled out completely?
   - ☐ Section 2 Employer Certification—is the box checked?
   - ☐ Section 3 Required Signatures—is it signed and dated?

3. **From MS 1169.2—Certification Information and Certification Information Additional Page (if needed)**
   - ☐ Are boxes 1 & 2 Employer (district) & Inclusive period of participation (window period) filled out?
   - ☐ Are all the participants listed with their Social Security number, names, positon, age, years of service, present value and admin fee, postretirement health care cost, cost savings average years, retiree total, replacement total, salary and benefit savings?
   - ☐ Is column 8A totaled?
   - ☐ Is column 9B totaled?
   - ☐ Is column 9C totaled?
   - ☐ Is column 13D totaled?
   - ☐ Is there a cost savings (a positive number) in box E?
   - ☐ Is it signed and dated?

4. **Form MS 187—Employer Certification of Member Eligibility for each member**
   - ☐ Section 1—Is Member and Employer Information filled out completely?
   - ☐ Section 2—Is the payment option chosen and the present value filled out?
   - ☐ Section 3—Required Signatures: is it signed and dated?

Before submitting the documents remember to make a copy for your records. Only these four (4) items are required for submission to CalSTRS.