



Your Retirement Guide 2023

For Defined Benefit Program members





This booklet contains information for a CalSTRS Defined Benefit Program service retirement. If you think you may be eligible for a disability benefit, see *Your Disability Benefits Guide*. If you're applying for a disability benefit and wish to apply for a service retirement benefit while your application for disability benefits is being evaluated, complete the *Disability Benefits Application*. If you're a Cash Balance Benefit Program participant, complete the appropriate Cash Balance Benefit application. You'll find these applications and publications at [CalSTRS.com/forms](https://www.calstrs.com/forms) and [CalSTRS.com/publications](https://www.calstrs.com/publications).

Benefits planning services

Explore your CalSTRS benefits and services with the help of a CalSTRS benefits specialist in these interactive group sessions with fellow educators.

My Retirement Decisions

In this benefits planning session, you'll learn:

- How we calculate your CalSTRS monthly retirement benefit.
- Your option choices if you want to provide a lifetime monthly benefit to your survivors—and how each option would affect your monthly benefit.
- Your choices for receiving the funds in your Defined Benefit Supplement account.
- Ways to submit your *Service Retirement Application*.
- What you need to know if you return to work in the California public school system in retirement.

CalSTRS and Your Retirement

In this benefits planning session, you'll receive:

- Personalized benefit estimates.
- Details on beneficiary options and how to leave a lifetime benefit to a loved one.
- Information on your choices for receiving the funds in your Defined Benefit Supplement Program account.
- Social Security, Medicare and health benefit information.

Online Service Retirement Application Demonstration

In this benefits planning session, you'll be able to:

- Fill out your *Service Retirement Application* electronically through your *myCalSTRS* account.
- Receive step-by-step instructions from a CalSTRS benefits specialist.
- Learn how to update your one-time death benefit recipient online.

If you prefer to complete a printed *Service Retirement Application* and submit it via mail or fax, sign up for our Paper Service Retirement Application Demonstration. Be sure to download and print the handouts prior to the webinar.

➤ Visit [CalSTRS.com/benefits-planning-services](https://www.calstrs.com/benefits-planning-services) to sign up for these benefit planning sessions and find any handouts you may need.

The California Public Employees' Pension Reform Act of 2013 made changes to the plan structure that primarily affect benefits for members first hired to perform CalSTRS creditable service on or after January 1, 2013. These members are under the **CalSTRS 2% at 62** benefit structure.

Members under the **CalSTRS 2% at 60** benefit structure are those who:

- Were first hired to perform service that could be credited to the Defined Benefit Program on or before December 31, 2012.
- Were CalSTRS members before 2013, terminated their membership and then returned to active membership on or after January 1, 2013.
- Performed service that could be credited to the Defined Benefit Program and were subject to coverage under a different retirement system, including Social Security, on or before December 31, 2012.
- Were members of a concurrent retirement system on or before December 31, 2012, and who performed service under that system within six months of becoming a CalSTRS member.

You can determine whether you're a **CalSTRS 2% at 60** member or a **CalSTRS 2% at 62** member by viewing your *Retirement Progress Report* on **myCalSTRS.com**.

The 2% refers to the percentage of your final compensation you'll receive as a retirement benefit for every year of service credit, also known as the age factor.

Other differences between the two benefit structures include final compensation, normal retirement age, creditable compensation cap and contribution rate.

In addition, CalSTRS 2% at 62 members are not eligible for benefit enhancements, the Reduced Benefit Election or the CalSTRS Replacement Benefits Program.

➤ See the *CalSTRS Member Handbook* at **CalSTRS.com/publications** to learn more.

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CalSTRS is governed by the Teachers' Retirement Law, available at [CalSTRS.com](https://www.calstrs.com), and other governing laws. If there is a conflict between the law and this booklet, the law prevails. CalSTRS makes reasonable effort to provide accurate information in our publications, but such information is not meant to replace the law or provide legal or financial advice. To stay informed, consult a variety of sources, including [CalSTRS.com](https://www.calstrs.com), the California State Legislative Counsel website at [leginfo.legislature.ca.gov](https://leginfo.ca.gov), your union and elected legislative representatives. CalSTRS can provide you with information on your benefit choices but does not provide legal, financial, tax or other advice. For such advice, consider consulting a professional in the relevant field.

Your CalSTRS retirement timeline

This timeline of events from the year before your retirement will give you an idea of what to do and when. Although your specific timeline may differ, it's better to prepare for retirement early to avoid delays that may occur during the peak months of April–July.

10–12 months before your retirement date

- Activate your *myCalSTRS* account, if you haven't already done so. Start at **myCalSTRS.com** and select *Register Now*.
- Research your retirement decisions (see pages 7–24).
- Register for the My Retirement Decisions webinar at **CalSTRS.com/webinars**.
- Schedule a benefits planning session by calling 800-228-5453 and selecting option 3.
- Check if pending or new legislation may affect your benefits or influence the timing of your retirement.

Up to six months before your retirement date

- Complete and submit your *Service Retirement Application*, see pages 27–29.
- Receive step-by-step guidance from a CalSTRS benefits specialist by attending one of our *Service Retirement Application* webinars. Register at **CalSTRS.com/webinars** or call 800-228-5453, and select option 3.
 - » Online Service Retirement Application Demonstration: Assists you with submitting your application and forms online through your *myCalSTRS* account.
 - » Paper Service Retirement Application Demonstration: Helps you submit a hard copy of your application and forms via mail or fax.

- For a timeline of what happens after you submit your application, review CalSTRS' role in your retirement process on page 32.

Your benefit of a lifetime

You're approaching one of life's most important milestones—retirement from your working career. Your smooth transition to this new stage of your life requires thoughtful planning, and CalSTRS is here to help you.

Your retirement plan

As a CalSTRS member, you participate in a hybrid retirement system that consists of traditional defined benefit (Defined Benefit Program), cash balance (Defined Benefit Supplement Program) and voluntary defined contribution (CalSTRS Pension2) plans.

Your CalSTRS retirement benefit, a defined benefit pension, is based on a formula that provides a fixed percentage of your final compensation based on your age when you retire and your years of service:

service credit × age factor × final compensation = your retirement benefit

Your monthly retirement benefit is guaranteed for your life and, if you elect an option, the lives of your beneficiaries after your death.

You also have survivor and disability benefits.

In addition to this guide, you can turn to the *Member Handbook*, **CalSTRS.com** and your most recent *Retirement Progress Report* for information.

Your *Retirement Progress Report*, available on *myCalSTRS*, is your annual statement of your CalSTRS accounts and includes retirement benefit estimates if you're age 45 or older and if you have at least five years of service credit.

This booklet takes you through the service retirement application process. Inside you'll find tips and checklists to help you plan and prepare for your retirement.

You must submit your *Service Retirement Application* to CalSTRS before you'll receive a CalSTRS retirement benefit. If you're unable to submit your application before your retirement date, you can backdate your retirement to any day following your last day of work, vacation or compensated approved leave for your CalSTRS-covered position, but no earlier than January 1, 2012. Service credit purchases must be paid in full before your retirement date.

Your planning checklist

Use this checklist while planning for your CalSTRS retirement.

Read this guide and the retirement planning sections of the *Member Handbook*.

Go online to myCalSTRS.com to activate your myCalSTRS account if you haven't already.

Take advantage of benefits planning services. Learn more about webinars and benefits planning sessions at **CalSTRS.com/benefits-planning-services**.

Estimate your monthly benefit using the online calculator at **CalSTRS.com/calculators** or the benefit estimate worksheets in the *Member Handbook*, available at **CalSTRS.com**. Your *Retirement Progress Report* includes estimates if you're age 45 or older and have at least five years of service credit.

Consider purchasing additional service credit to increase your benefit if you did not purchase it earlier in your career and you have eligible service to purchase. Your purchase must be paid in full before your retirement date. See the *Purchase Additional Service Credit* booklet available at **CalSTRS.com/publications**.

Consider making a preretirement election of an option to provide a lifetime monthly benefit to someone if you should die before retirement. Find the *Preretirement Election of an Option* form on myCalSTRS and at **CalSTRS.com/forms**. See the *Member Handbook* to learn the advantages and disadvantages.

Make sure your one-time death benefit recipient information is current. You can find your recipient information in your myCalSTRS account under *Manage Your Beneficiary Selections*. You can name or update a recipient using myCalSTRS or the *Recipient Designation* form, available at **CalSTRS.com/forms**.

Consider rolling over your Defined Benefit Supplement funds to CalSTRS Pension2. Visit **Pension2.com** or call 888-394-2060 to learn more.

Check if pending or new legislation may affect your benefits or influence the timing of your retirement. Sources include your legislative representative, your union representative and **CalSTRS.com/legislation**.

Gather clear, unaltered photocopies of documents you'll need.

If you're electing an option beneficiary:

- Birth certificate or other acceptable verification of birthdate, such as a state-issued ID, birth record, U.S. passport photo ID page or certain U.S. military IDs, for each option beneficiary.
- Marriage certificate or other proof of a name change, if your option beneficiary's name is different from the name on their birth certificate.

Note: If you elected an option beneficiary before retirement, you may still need to verify your beneficiary's date of birth.

If a portion of your CalSTRS benefit was awarded to another party:

- A complete certified copy of your community property settlement documents. For more information, see the *Community Property Guide* at **CalSTRS.com/publications**.

Notify your employer that you intend to retire.

When you resign from your CalSTRS-covered position, ask your employer which forms they require.

Complete section 1 of the Express Benefit Report form, then submit the form to all employers from your last school year so they can complete the employer sections, even if you don't have unused sick leave. Your employers must also report your last day of work, vacation or compensated approved leave on this form.

Complete and submit your Service Retirement Application using myCalSTRS for faster processing, or complete the paper application available at **CalSTRS.com/forms**.

Step 1: Research your retirement decisions

You have choices to explore and decisions to make regarding your Defined Benefit Program pension and your Defined Benefit Supplement account funds. Attending a CalSTRS retirement planning session and researching information on your own can help you make the best decisions for your retirement.

Defined Benefit Program pension

When you're eligible to retire, you'll receive a guaranteed lifetime retirement benefit. Your benefit amount is based on a formula determined by a fixed percentage of your final compensation based on your age when you retire and your years of service:

service credit × age factor × final compensation = retirement benefit

Defined Benefit Supplement Program account

This account provides additional money for retirement. The funds in your Defined Benefit Supplement account generally come from outgrowth, or extra-pay assignments, such as yearbook or science club adviser, soccer coach or band director. This account earns a guaranteed interest rate, and when you retire, you'll receive all the funds in your account.

Learn about the retirement process

Now that you're ready to retire, sign up for our My Retirement Decisions webinar. It covers the decisions you'll need to make, including if you want to elect an option beneficiary, how to complete the *Service Retirement Application*, and what you'll need to know after retirement. Register at **CalSTRS.com/webinars**.

Schedule a benefits planning session

Our benefits specialists can help you plan your CalSTRS retirement by providing estimates and explaining how different choices will affect your benefit. You can talk to a benefits specialist over the phone, in person at a CalSTRS member service center or in an online benefits planning session.

Schedule an individual or group benefits planning session six to 12 months before your retirement date. Appointments are scheduled six weeks in advance, and it's easier to schedule during the nonpeak months of August–March. To schedule a benefits planning session, call 800-228-5453, and select option 3.



Considerations

When preparing to retire, ask yourself these questions:

- Am I eligible to retire?
- How much will my benefit be each month?
- Am I able to purchase service credit?
- How do I choose my retirement date?
- Do I want to provide a monthly benefit to someone after I die?
- How do I want to receive my Defined Benefit Supplement funds?

CalSTRS Defined Benefit Program

As a California public school prekindergarten through community college teacher or administrator, you're eligible for lifetime monthly income in retirement.

When am I eligible to retire?

Your age and service credit are used to determine your eligibility for a CalSTRS retirement benefit.

If you're a CalSTRS 2% at 60 member, you're eligible to retire under the CalSTRS Defined Benefit Program if you're either age 50 and have at least 30 years of service credit, or age 55 and have at least five years of service credit.

If you're at least age 55 and a member of certain other public retirement systems in California, you may retire with fewer than five years of service credit if you service retire from both systems at the same time. See page 20 for more information about concurrent retirement and a list of eligible systems.

If you're a CalSTRS 2% at 62 member, you can retire at age 55 with five years of service credit—or fewer under the special circumstances of concurrent retirement.

You can determine whether you're a CalSTRS 2% at 60 member or a CalSTRS 2% at 62 member, plus find your service credit balance, by checking your *Retirement Progress Report*.

How do I choose my retirement date?

Before you can officially retire with CalSTRS, you must complete the *Service Retirement Application* and choose your retirement date. You will be officially retired as of the retirement date you put on your application.

The earliest date you can retire is the day after your last day of work, vacation or compensated approved leave, whichever is later. You must also include your last day of work, vacation or compensated approved leave on your application, which must be before your retirement date. Your employer will verify this date on the *Express Benefit Report*.

Your first benefit payment will be calculated from your retirement date through the end of the month in which you retire. If your retirement date is not the first day of the month, your benefit payment will be prorated for that month.

Retiring before the end of the school year? Talk to a CalSTRS benefits specialist before retiring midyear to determine how that could affect your retirement.

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How your benefit is calculated

Your retirement benefit is based on a formula that provides a fixed percentage of your final compensation based on your age when you retire and your years of service:

$$\text{service credit} \times \text{age factor} \times \text{final compensation} = \text{your retirement benefit}$$

Service credit

Service credit is the number of years, including partial years, you have worked and contributed to CalSTRS:

- You earn service credit every day you work or are on paid leave.
- You can earn up to 1.000 year of service credit in one school year. If you work less than full time, your service credit for the school year may be less than 1.000.

For part-time, temporary, substitute or adjunct educators, service credit for one school year is equal to the salary you actually earned in an assignment divided by your annualized pay rate for that assignment. If you work multiple assignments, your service credit is the total service credit you earn from all your individual assignments, up to one year of service credit in a school year. See the *Member Handbook* for examples.

A school year is July 1 through June 30.

If you earn more than one year of service credit by performing outgrowth, or extra-pay, assignments, a portion of your contributions and your employer's contributions on service performed in excess of one year are credited to your Defined Benefit Supplement account.

You can receive a benefit estimate from one of our benefits specialists, or you can use the *Retirement Benefits Calculator* at [CalSTRS.com/calculators](https://www.calstrs.com/calculators) or the benefit estimate worksheets in the *Member Handbook*.

Age factor

The age factor is the percentage of your final compensation you'll receive as a retirement benefit for every year of service credit. The percentage is determined by your age on the last day of the month in which your retirement is effective.

For CalSTRS 2% at 60 members, the basic age factor is set at 2% at age 60. If you retire before age 60, the age factor gradually decreases to 1.10% at age 50. If you retire after age 60, it increases to a maximum of 2.40% at age 63. If you qualify for the 0.20% career factor by having at least 30 years of service credit, you reach the maximum age factor of 2.40% at age 61 and six months.

For CalSTRS 2% at 62 members, the basic age factor is set at 2% at age 62. If you retire before age 62, it gradually decreases to 1.16% at age 55 and increases to a maximum of 2.40% at age 65. You're not eligible for the career factor enhancement.

Note: If you backdate your retirement date, your monthly benefit may be lower if your age factor changes, though you will receive one retroactive lump-sum payment up front.

Be sure to confirm the accuracy of the birthdate we have on record for you by logging into your *myCalSTRS* account and clicking the "Update your profile" section.

Final compensation

Final compensation is your highest average annual compensation earnable over a period of time, either 12 or 36 consecutive months depending on your benefit structure and years of service credit.

For CalSTRS 2% at 60 members, if you have 25 or more years of service credit at retirement, we will use 12 consecutive months of your highest average annual compensation earnable.

If you have fewer than 25 years of service credit, and you're not an eligible classroom teacher who has a collectively bargained final compensation period of 12 consecutive months, your final compensation is based on your highest average compensation earnable during any period of 36 consecutive months of paid employment covered by CalSTRS.

For CalSTRS 2% at 62 members, your final compensation is based on your highest average annual compensation earnable during any 36 consecutive months.

Compensation earnable

Your annual compensation earnable for a school year is the weighted average of the amount you would have been paid if you had worked in each of your assignments on a full-time basis, plus any remuneration in addition to salary, not including service for which contributions are credited to your Defined Benefit Supplement account. If you retire before the end of the school year, or if there are months you did not perform creditable service, your final compensation may be affected.

For CalSTRS 2% at 60 members, if you became a member on or after July 1, 1996, there is a cap on compensation that counts toward your CalSTRS retirement benefit. For the 2022–23 fiscal year, the limit is \$305,000.

For CalSTRS 2% at 62 members, there is a cap on compensation that counts toward your CalSTRS retirement benefit. The cap is adjusted annually based on changes in the Consumer Price Index for All Urban Consumers: U.S. City Average. The cap is \$166,617 for the 2022–23 fiscal year.

Note: You can find the 2023–24 fiscal year compensation caps at [CalSTRS.com/limits](https://www.calstrs.com/limits).

Retirement incentives

Check to see if your employer offers a retirement incentive through CalSTRS that may increase your service credit. Ask about application deadlines and retirement dates to qualify.

If your employer offers a retirement incentive through CalSTRS and you qualify, it cannot be included in your benefit calculation until we receive the *Express Benefit Report* form and all required documentation from your employer.

If you receive additional service credit and take any job, including substitute teaching, as an employee, independent contractor or as an employee of a third party within five years of retirement with the employer that offered the incentive, or receive unemployment benefits within one year of your retirement date, you will lose the additional service credit and corresponding benefit increase starting in the first month a prohibited activity occurs.

In addition, if you receive a retirement incentive and later reinstate to active membership, you will lose the additional service credit and corresponding benefit increase granted under the incentive.

Career factor

For CalSTRS 2% at 60 members, if you retire with at least 30 years of qualified service credit, a bonus of 0.20% will be added to your age factor, up to the maximum combined age and career factor of 2.40%. When you retire, up to two-tenths of one year of unused sick leave can count toward qualifying for the career factor. Neither service credit from a retirement incentive nor the purchase of nonqualified service credit can be used to qualify for the career factor.

For CalSTRS 2% at 62 members, you're not eligible for the career factor enhancement.

Unfamiliar with a term? See the glossary starting on page 34.

Longevity bonus

For CalSTRS 2% at 60 members, the longevity bonus is automatically applied to your monthly benefit if you earned at least 30 years of qualified service on or before December 31, 2010. The amount of the monthly bonus is based on your total years of qualifying service credit at retirement.

Service credit	Longevity bonus
30 years	\$200
31 years	\$300
32 or more years	\$400

The bonus will be reduced by an option factor if you choose an option beneficiary.

For CalSTRS 2% at 62 members, you're not eligible for the longevity bonus.

Sick leave

Each employer you worked for during the last year you earned creditable compensation must submit the *Express Benefit Report* form. We will convert your unused sick leave to service credit at retirement using the information your employer reports on this form. If your employer submits the form after you submit your retirement application, it will not delay your initial benefit. Your full benefit will be calculated once we process all *Express Benefit Report* forms submitted.

If you work full time, the number of accumulated unused sick leave days will be divided by the number of base service days required to complete your last school term.

$$\frac{\text{accumulated days of unused sick leave}}{\text{number of base days for full-time service}} = \text{service credit granted}$$

If you work part time, the base service days are calculated based on the full-time equivalent.

Sick leave service credit cannot be used to meet eligibility requirements for service retirement. However, if you're a CalSTRS 2% at 60 member, up to two-tenths of one year of unused sick leave may be used to qualify for the career factor, the 25-year threshold for one-year final compensation, and an increased longevity bonus if you qualified for the longevity bonus on or before December 31, 2010.

Each employer during your last school year submits an *Express Benefit Report* that provides your unused sick leave balance to CalSTRS. If you have unused sick leave with employers from previous years, those sick leave balances are only eligible for CalSTRS service credit if transferred to the employer submitting an *Express Benefit Report* for you. CalSTRS does not govern the transfer of unused sick leave between employers. To determine if your previous sick leave is eligible for transfer, contact your previous employer to see if it meets requirements.

For retirements effective before January 1, 2013, only your last employer can report unused sick leave by submitting the *Express Benefit Report* form to CalSTRS.

Your employer is required to submit the *Express Benefit Report* form within 30 days of your retirement date or the date CalSTRS receives your application, whichever is later—even if you don't have unused sick leave.

CalSTRS will convert your unused sick leave to service credit at retirement. Each of your employers during the last school year in which you earned creditable compensation must submit an *Express Benefit Report* form.

Midyear retirement

If you retire in the middle of the school year, your final compensation may be lower than expected if you received a salary increase toward the end of your career. This is because, for a midyear retirement, CalSTRS may have to include the monthly average of your prior year's compensation earnable as part of your final compensation calculation. The calculation will have more of an effect if you're under the CalSTRS 2% at 60 benefit structure and have at least 25 years of service credit because your final compensation will be based on a 12-month period.

For example, if you have 25 years of service credit, earned \$66,000 last year and would have earned \$72,000 this year, your final compensation calculation for a January 1 retirement date would be:

$\$66,000 \div 12 \text{ months} = \$5,500 \times 6 \text{ months} =$	$\$33,000$
$\$72,000 \div 12 \text{ months} = \$6,000 \times 6 \text{ months} =$	$+ \$36,000$
	$\$69,000$
$\$69,000 \div 12 \text{ months} =$	$\$ 5,750$

Your final compensation would be \$5,750—lower than the \$6,000 final compensation you would have earned by finishing out the school year.

Taking on additional assignments at a lower pay rate may also reduce your final compensation if you choose a midyear retirement. This is because your annual compensation earnable is prorated to your retirement date and is an average of the various pay rates you receive during that period.

In addition, retiring midway through the school term while working under the Reduced Workload Program will result in ineligibility for the program and may negatively affect your service credit and final compensation.

- See the *Member Handbook* for more information.



Receive your monthly payment by direct deposit

Direct deposit gives you the quickest access to your benefit payment—your money gets securely deposited into your checking or savings account every payday.

Sign up using your *myCalSTRS* account or complete the *Direct Deposit Authorization* form, available at [CalSTRS.com/forms](https://www.calstrs.com/forms). Your first payment will be deposited into your account 60 to 90 days after we receive the authorization.

To learn more, go to [CalSTRS.com/directdeposit](https://www.calstrs.com/directdeposit).

Did you know?

90% of CalSTRS survey respondents reported they are satisfied or completely satisfied with their quality of life in retirement.

—2021 CalSTRS Member Demographic Survey

Do you want to provide a monthly benefit to someone after you die?

You can choose to provide a lifetime monthly benefit to one or more persons, or a special needs trust, after you die. In exchange, you'll receive a reduced retirement benefit.

Member-Only Benefit

If you choose not to provide a monthly benefit to someone after you die, and you didn't make a preretirement option election, you will receive your full retirement benefit, known as the Member-Only Benefit. This is the highest monthly benefit possible and will continue throughout your lifetime, stopping at the time of your death. Any contributions and interest remaining in your account at the time of your death will be paid to your one-time death benefit recipient.

Modified Benefit

If you choose to provide a monthly benefit to one or more persons, or a special needs trust, after you die, you will need to choose the Modified Benefit, elect an option and designate one or more beneficiaries.

Providing for one beneficiary

If you would like to provide a monthly benefit to one beneficiary after you die, you can elect the 100% Beneficiary Option, the 75% Beneficiary Option or the 50% Beneficiary Option, or you can name one beneficiary and keep a portion of your benefit as a Member-Only Benefit by electing the Compound Option.

Electing one of these options will reduce your monthly benefit for as long as you and your beneficiary are living. The amount your monthly benefit will be reduced is based on the option you choose, your age and the age of your beneficiary. See the Modified Benefit example on the next page for more information.

Providing for more than one beneficiary

If you would like to provide a monthly benefit to more than one beneficiary after you die, elect the Compound Option. You can either:

- Name two or more option beneficiaries, with an option choice for each, and keep a portion of your benefit as a Member-Only Benefit.

OR

- Name two or more option beneficiaries, with an option choice for each, and not keep any of your benefit as a Member-Only Benefit.

If one of your beneficiaries dies before you, your benefit will increase, but the benefit payable to any living beneficiaries will not be adjusted.

To elect the Compound Option, complete and submit the *Compound Option Election form* with your *Service Retirement Application*. See the *Member Handbook* for more information.

More option information

Your option beneficiary can be a living person or a special needs trust but cannot be another type of trust, estate, charity or other entity. You may change an existing option beneficiary to a special needs trust without penalty if the trust's beneficiary is the same person as the previously named option beneficiary.

We may ask you to verify your date of birth and will ask you to verify the birthdates of your option beneficiaries.

You can learn how an option would affect your retirement benefit by reading the Modified Benefit example on the next page, using the *Retirement Benefits Calculator* at **CalSTRS.com/calculators** or attending a CalSTRS and Your Retirement benefits planning session where you'll receive a personalized estimate prepared by a CalSTRS benefits specialist. Call us at 800-228-5453 and select option 3 to schedule a session.

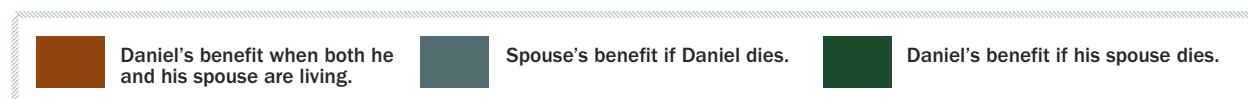
Note: If you elected an option before January 1, 2007, your option may have different rules. Verify your current option on your *Retirement Progress Report* at **myCalSTRS.com** or by calling us.

Modified Benefit example

Providing for one beneficiary



When Daniel, age 60, retires, his Member-Only Benefit will be \$3,750.00. This is the highest monthly benefit possible based on his age at retirement, his years of service credit and his final compensation. He wants to provide a monthly benefit to his spouse, age 57, after he dies. To do so, he can elect one of the three options below or the Compound Option.



100% Beneficiary Option

If Daniel chooses the 100% Beneficiary Option, his monthly benefit will be reduced to **\$3,310.50** in exchange for providing the same amount of money to his spouse each month after he dies. If his spouse dies before he does, Daniel's monthly benefit will rise to his Member-Only Benefit amount of \$3,750.00.

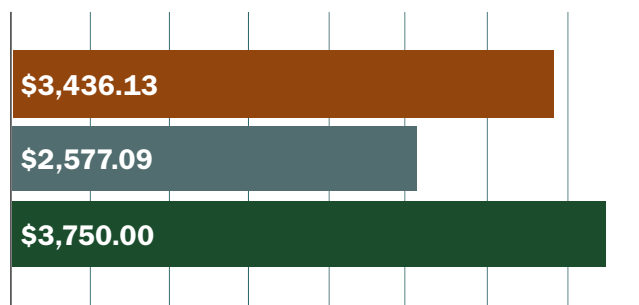
100% Beneficiary Option



75% Beneficiary Option

If Daniel chooses the 75% Beneficiary Option, his monthly benefit will be reduced to **\$3,436.13**, and his spouse will receive the equivalent of 75% of his benefit each month after he dies. If his spouse dies before he does, Daniel's monthly benefit will rise to his Member-Only Benefit amount of \$3,750.00.

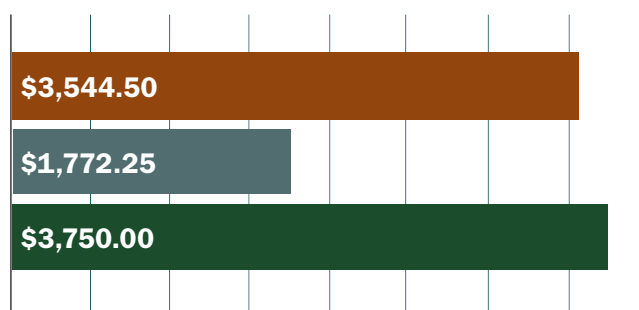
75% Beneficiary Option



50% Beneficiary Option

If Daniel chooses the 50% Beneficiary Option, his monthly benefit will be reduced to **\$3,544.50**, and his spouse will receive the equivalent of 50% of his benefit each month after he dies. If his spouse dies before he does, Daniel's monthly benefit will rise to his Member-Only Benefit amount of \$3,750.00.

50% Beneficiary Option



To learn more about the Compound Option, see the *Member Handbook*.

Nonspouse option beneficiary age rules

If you name someone other than your spouse or a former spouse as your option beneficiary, the type of option you can elect depends on your age and the age of your beneficiary:

- Under the **75% Beneficiary Option**, your nonspouse option beneficiary cannot be more than exactly 19 years younger than you.
- Under the **Compound Option**, your nonspouse option beneficiaries cannot be either:
 - » More than exactly 19 years younger than you under the 75% Beneficiary Option, OR
 - » More than exactly 10 years younger than you under the 100% Beneficiary Option.

These federal age restrictions also apply to registered domestic partners and special needs trust beneficiaries.

Reinstatement and option elections

If you're rereading within 12 months of your most recent reinstatement date, you may not make changes to your retirement option or beneficiaries. If you're rereading and at least one year has passed since your reinstatement, you may keep your same option or make changes. If you make changes, your subsequent monthly retirement benefit will be subject to an assessment that may reduce your benefit for your lifetime.

If your option beneficiary dies, your option will be canceled automatically and an assessment will apply. For the remainder of the one-year waiting period, you will have the Member-Only Benefit. If you retire again before the year is over, you will retire with the Member-Only Benefit.

Changing or canceling an option election

To change or cancel your option election after you submit your *Service Retirement Application*, you must submit the *Service Retirement Application Change Request* form, found at **CalSTRS.com/forms**, no later than 30 days from the date your first service retirement benefit payment is issued.

You cannot change or cancel your option election after you're retired and the 30-day deadline has passed, except under limited circumstances.

Divorce or separation

If your option beneficiary is your current or former spouse or registered domestic partner and a final decree of dissolution of marriage or judgment of nullity was entered, or an order of separate maintenance was made, your option may be changed or canceled in compliance with the court order or judgment. In addition, an assessment may apply. For more information, see the *Community Property Guide* at **CalSTRS.com/publications**.

Preretirement election of an option

If you're eligible to retire or are a concurrent member of another California public retirement system (see page 20) age 55 or older, you can make a preretirement election of an option to provide your loved ones with a lifetime monthly benefit if you should die before your retirement date. Complete the *Preretirement Election of an Option* form online using your *myCalSTRS* account or download the form at **CalSTRS.com/forms**.

If you die before retirement, your beneficiaries will receive a lifetime monthly benefit based on the reduced benefit you would have been paid if you had retired on the date of your death.

If you cancel or change your preretirement election of an option before you retire, your monthly retirement benefit will be subject to an assessment that may reduce your benefit for your lifetime. In addition, if your beneficiary dies before you retire, your monthly retirement benefit may be reduced for your lifetime. If you have questions, contact us to schedule a session with a benefits specialist.

Note: If you're a concurrent member of another California public retirement system, age 55 or older with less than five years of CalSTRS service credit, we will verify your retirement eligibility with the other retirement system. If you were ineligible for concurrent retirement at the time of election or at the time of death, your election will be void.

After you retire, you may change your option beneficiary only under limited circumstances. For more information, see the *Member Handbook* at **CalSTRS.com/publications.**

Your Defined Benefit Supplement Program decisions

Defined Benefit Supplement fund distribution

Your most recent *Retirement Progress Report*, available at myCalSTRS.com, shows your Defined Benefit Supplement balance at the end of the last school year.

If you have less than \$3,500 in your Defined Benefit Supplement account on your retirement date, you'll receive the account balance as a lump-sum payment. Your lump-sum payment may be paid directly to you or rolled over to a qualified plan, such as CalSTRS Pension2, if you have at least \$200 in your account to roll over.

If you have \$3,500 or more in your Defined Benefit Supplement account on your retirement date, you can choose a lump-sum payment, an annuity payment or a combination of the two.

Your annuity choices depend on whether you elect the Member-Only Benefit or the Modified Benefit for your retirement benefit, see page 13.

Your Defined Benefit Supplement annuity beneficiaries

Your Defined Benefit Supplement period-certain annuity beneficiary is the same person or entity you designate as your one-time death benefit recipient. Your Defined Benefit Supplement lifetime annuity beneficiary is the same person or persons, or special needs trust, you designate as your Defined Benefit option beneficiary.



Watch the three Defined Benefit Supplement member education videos at CalSTRS.com/videos to learn more.



Defined Benefit Supplement rollovers

If you decide to roll over your Defined Benefit Supplement funds into Pension2, you can complete and submit your application on *myCalSTRS* since we will obtain the required financial institution representative signatures on your behalf.

If you decide to roll over your Defined Benefit Supplement funds to a financial institution other than Pension2, a financial institution representative's signature or a Letter of Acceptance is required. You can still fill out your application on *myCalSTRS*, but you'll need to print the application, obtain the required signatures, sign it yourself—your spouse or registered domestic partner will also need to sign—and submit your completed form to CalSTRS.

Defined Benefit Supplement payment choices

With a Defined Benefit Supplement account balance of \$3,500 or more, you have three payment choices:

1. Lump-sum payment

This is a one-time payment of the total amount in your Defined Benefit Supplement account as either a direct payment or a rollover to a qualified plan, such as Pension2, if you have at least \$200 in your account to roll over.

2. Annuity payments

You can elect to receive your Defined Benefit Supplement funds through a series of monthly payments by electing either a period-certain annuity or a lifetime annuity.

Period-certain annuities provide a monthly payment made for any number of whole years from three to 10. The monthly amount you receive is based on the number of years over which the annuity is paid—the lower the number of years, the higher the amount you receive monthly. If you die before the annuity period ends, the remaining amount will be paid to your one-time death benefit recipient.

A period-certain annuity of three to nine years is eligible for rollover to a qualified plan—unless you're subject to the federal required minimum distribution rule. A period-certain annuity of 10 years cannot be rolled over.

Lifetime annuities provide a monthly payment for your lifetime (if you elect the Member-Only Benefit for your Defined Benefit Program retirement benefit) or your lifetime and the lifetimes of your beneficiaries (if you elect the Modified Benefit for your Defined Benefit Program retirement benefit). Lifetime annuities cannot be rolled over—they must be paid directly to you.

- **If you choose the Member-Only Benefit** for your Defined Benefit Program retirement benefit and would like to receive lifetime monthly payments from your Defined Benefit Supplement account, you must elect the **Member-Only Annuity**. Any balance remaining in your accounts upon your death will be paid to your one-time death benefit recipient.
- **If you choose the Modified Benefit** for your Defined Benefit Program retirement benefit and would like to receive lifetime monthly payments from your Defined Benefit Supplement account, you must elect a beneficiary annuity. The amount of your monthly annuity payment depends on the percentage of your payment that you choose to have paid to your beneficiaries upon your death, and the same age restrictions as those for the Defined Benefit Program option beneficiary apply (see page 15):
 - » **100% Beneficiary Annuity.** All of your monthly annuity amount will be paid monthly to your option beneficiary upon your death.
 - » **75% Beneficiary Annuity.** Seventy-five percent of your monthly annuity amount will be paid monthly to your option beneficiary upon your death.
 - » **50% Beneficiary Annuity.** Fifty percent of your monthly annuity amount will be paid monthly to your option beneficiary upon your death.
- **If you choose the Compound Option** for your Defined Benefit Program retirement benefit and would like to elect the Modified Benefit for your Defined Benefit Supplement funds, you may elect any of the modified beneficiary annuities. The annuity you elect will be the same for each of your beneficiaries, and the apportionment of the benefit will be the same as you elect for your Defined Benefit Program monthly retirement benefit.

3. Combination lump-sum and annuity payment

You can receive a portion of your Defined Benefit Supplement account as a lump-sum payment and the remaining balance as an annuity. To elect this choice, you must have at least \$3,500 remaining in your Defined Benefit Supplement account after your lump-sum payment is made.

Tax consequences for Defined Benefit Supplement distributions

If you choose to receive your distribution as a lump-sum payment or a period-certain annuity of three to nine years paid directly to you, CalSTRS is required to withhold at least 20% federal income tax from your payments. You may elect a higher percentage of federal tax if you choose. Unless you elect not to have California tax withheld or you're not a resident of California, we will withhold state tax at 2%. If you do a rollover, your rollover-eligible distributions will not be taxed at the time of distribution (unless you roll over to a Roth IRA) but instead will be taxed when you withdraw your funds.

See the *Service Retirement Application and Tax Considerations for Rollovers* booklet at **CalSTRS.com** for more information.

Your Defined Benefit Supplement period-certain annuity beneficiary is your one-time death benefit recipient.

If you chose a Modified Benefit, your Defined Benefit Supplement lifetime annuity beneficiary is the same person you designate as your Defined Benefit Program option beneficiary.

One-time death benefit

You can designate a recipient to receive a one-time, lump-sum payment and any remaining period-certain annuities after your death. This one-time recipient is different from the Defined Benefit Program option beneficiary who would receive a lifetime monthly benefit after your death.

- Log in to your *myCalSTRS* account or use the *Recipient Designation* form, available at **CalSTRS.com/forms**, to designate a recipient. The one-time death benefit recipient can be a living person or an estate, trust, charity or other entity.



Your other considerations

Return of excess member contributions

If you make contributions on earnings in excess of one year of service, you're eligible for a return of your contributions that exceed the contribution rate for Defined Benefit Supplement compensation—8% for CalSTRS 2% at 60 members and 9% for CalSTRS 2% at 62 members.

Any excess member contributions you made during the school year are reported on your *Retirement Progress Report* in mid-September. Your *myCalSTRS* account shows a breakdown of excess contributions by employer.

We will return excess member contributions to your employer in late September. Your employer is responsible for returning your excess member contributions to you, less any authorized adjustments or tax withholding. If you have questions regarding the return of your excess contributions, contact your employer.

Your returned pretax member contributions are considered taxable income in the year you receive the funds regardless of when you initially paid the contributions.

Community property settlements

If you divorce or legally separate from your spouse or terminate your registered domestic partnership while a CalSTRS member, your benefits may be subject to a community property settlement. When a court order specifically requires your benefits to be divided, CalSTRS must receive:

- A complete certified copy of your final court judgment of dissolution, legal separation or termination of domestic partnership.
- A full copy of any settlement agreement, including exhibits and attachments.

If we have not received your documents, we may ask you to provide them. Failure to provide the required documents may result in your benefit payment being delayed without interest.

For more information, see the *Community Property Guide* at **CalSTRS.com/publications**.

Receive service retirement benefits during evaluation of your disability benefits application

If you're eligible for CalSTRS service retirement, you may want to apply for service retirement during evaluation of your disability application so you can receive a monthly retirement benefit while we evaluate your application.

If you choose to do this and your application for disability is not approved, you'll remain on service retirement and will not be eligible for disability benefits.

A CalSTRS benefits specialist can help you understand your disability benefit coverage, provide estimates and assist you with your application.

Learn more in *Your Disability Benefits Guide* at **CalSTRS.com/publications**. You can find the *Disability Benefits Application* at **CalSTRS.com/forms**.

Concurrent retirement: Retiring from another California public retirement system

If you're at least age 55 and a member of certain other California public retirement systems, you may retire with fewer than five years of CalSTRS service credit if you retire for service concurrently from both systems. To receive concurrent benefits, you must service retire on the same day from both systems. Or you may service retire on different dates as long as you do not perform service creditable to either system between those dates.

Each retirement system may have its own conditions for concurrent retirement. To learn about your eligibility for these provisions under another system's rules, and to find out how concurrent retirement can contribute to your benefits from another system in retirement, contact the other retirement system directly.

For some systems, if you service retire from CalSTRS and the other system concurrently, your benefits may be based on the highest compensation you could have earned for services performed on a full-time basis under any system as long as you do not work under CalSTRS or another system between the dates you retire from each system.

If you worked under CalSTRS-covered employment and another public retirement system in the same pay period during the period of service used to calculate your final compensation, your highest average annual compensation earnable under CalSTRS-covered employment will be used to calculate your CalSTRS benefit. Even if your compensation is higher under the other retirement system, we will use only your CalSTRS highest average annual compensation earnable to determine your final compensation.

You can have concurrent membership with the following California public retirement systems:

- California Public Employees' Retirement System
- University of California Retirement Plan
- San Francisco Employees' Retirement System
- Legislators' Retirement System
- The following California county retirement systems enacted under the County Employees Retirement Law of 1937:

Alameda	Mendocino	San Mateo
Contra Costa	Merced	Santa Barbara
Fresno	Orange	Sonoma
Imperial	Sacramento	Stanislaus
Kern	San Bernardino	Tulare
Los Angeles	San Diego	Ventura
Marin	San Joaquin	

Reduced Benefit Election

If you're a CalSTRS 2% at 60 member, are at least age 55 but under age 60, and have at least five years of service credit, you can apply for retirement under the Reduced Benefit Election. You'll receive one-half of your monthly retirement benefit calculated as if you were age 60. The reduced benefit will continue for the same number of months after age 60 that you received benefits before age 60. After that, you'll receive your full retirement benefit.

You're not eligible for this program if you previously received a service retirement or disability benefit from CalSTRS, if you're a CalSTRS 2% at 62 member, or if you're applying for service retirement while your disability application is being evaluated.

If you want to elect the Reduced Benefit Election, submit the *Reduced Benefit Election* form with your *Service Retirement Application*. You can complete and submit the form online with your *Service Retirement Application* using *myCalSTRS* or download the form at [CalSTRS.com/forms](https://www.calstrs.com/forms). The form includes an example to help you determine if this option is right for you.

Consult with a CalSTRS benefits specialist to make sure you fully understand the program and how it could affect your retirement benefits. Call 800-228-5453 or visit [myCalSTRS.com](https://www.mycalstrs.com) to schedule an appointment.

Health insurance premium deductions

CalSTRS does not provide health or dental insurance coverage for members. However, state law requires school districts to offer retiring CalSTRS members the option to continue their medical and dental insurance at their own cost. Your health insurance premiums may be partially or fully paid by your school district after retirement, depending on your collective bargaining agreement. Benefits vary from district to district.

If you're interested in a health insurance deduction, contact your employer's human resources department. CalSTRS can deduct health premiums from your monthly retirement benefit and forward them to your health insurance carrier, if your carrier has an agreement with us. We will set up a deduction for you after we receive the appropriate paperwork from your health insurance provider. To cancel, verify coverage information or change premium amounts, contact your insurance carrier or employer.

Medicare Premium Payment Program

The CalSTRS Medicare Premium Payment Program, which pays Medicare Part A premiums for eligible retired members, is not offered to members with a retirement date on or after July 1, 2012. Your most recent retirement date is used to determine your eligibility. See the *Member Handbook* to learn more.

Medicare Premium Deduction Service

If you're enrolled in both Medicare Part A and Part B, you may have your Part B premiums deducted from your monthly benefit by submitting the *Medicare Payment Authorization* form, available at **CalSTRS.com/forms**, along with a copy of your most recent unpaid Notice of Medicare Premium Payment Due (Medicare bill).

Note: There may be advantages to paying your Medicare premiums directly through the Centers for Medicare and Medicaid Services. You must decide what is best for your situation.

Dues deductions

A number of associations, including the California Retired Teachers Association, California Teachers Association and Association of California School Administrators, have arranged to have dues deducted from CalSTRS retirement payments.

If you're interested in having your dues deducted from your retirement payments, contact the association (see listing on page 25). After we receive the appropriate paperwork from the association, we will set up a deduction. To cancel a deduction, you'll need to contact the association directly.

Your retirement benefit and Social Security

As a member of CalSTRS, you don't pay into Social Security, so you don't earn Social Security benefits for your CalSTRS-covered work. If you're counting on a Social Security benefit through other employment or your spouse, two federal rules—the Windfall Elimination Provision and the Government Pension Offset—may leave you with less Social Security income in retirement than you expected.

Social Security is a federal program, and neither CalSTRS nor the State of California has control over Social Security eligibility requirements, or benefit or offset calculations. Your CalSTRS retirement benefit will not be reduced or eliminated by these two rules.

For more information, contact Social Security at 800-772-1213 or visit **ssa.gov/gpo-wep** where you'll also find calculators.

Working after retirement

You can continue to receive your full CalSTRS retirement benefit, with no earnings limitations, if you take a job outside of CalSTRS-covered employment, including work in:

- Private industry outside of the California public school system.
- Private schools.
- Public schools outside of California.
- University of California or California State University systems.

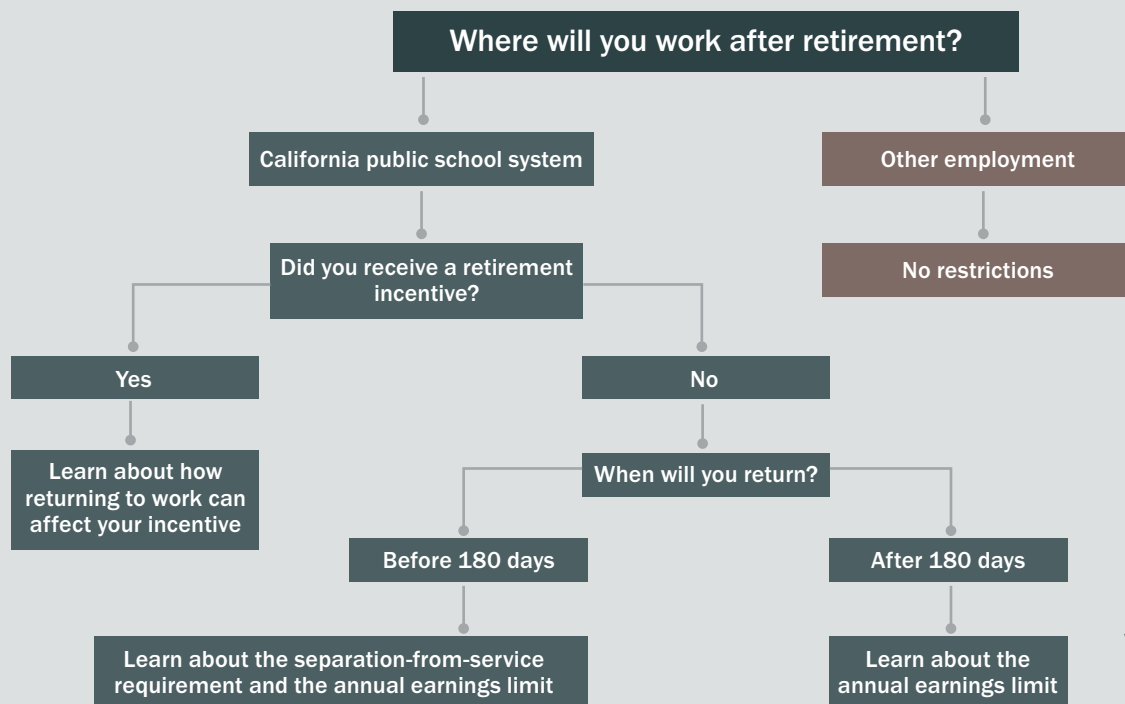
If you return to work and perform retired member activities in the California public school system as an employee, an independent contractor or an employee of a third party, except under a very narrow exception, there are restrictions under California state and federal law.

You cannot:

- Earn any pay without affecting your retirement benefit if you return to work before the 180-calendar day separation-from-service requirement.
- Earn more than the annual earnings limit without affecting your CalSTRS retirement benefit.
- Work in a classified position except, under certain circumstances, as a teacher's aide.

In addition, if you retired under the Retirement Incentive Program, you will lose the ongoing increase in your benefit from the incentive if you take any job, including substitute teaching, as an employee, an independent contractor or an employee of a third party within five years of retirement with the employer that offered the incentive.

➤ See the *Working After Retirement* fact sheet at CalSTRS.com/publications and view the video at CalSTRS.com/videos.



Note: You generally cannot work in a classified school position while receiving a retirement benefit.

Separation-from-service requirement

If you return to work and perform retired member activities, your retirement benefit will be reduced dollar for dollar by any compensation earned—including employer contributions to tax-sheltered annuities and other tax-favored products—during the first 180 calendar days following your most recent retirement date, up to your benefit payable during that period.

There are no exemptions from the separation-from-service requirement if you're under normal retirement age or you received a retirement incentive. There is a narrow exemption if you're over normal retirement age. The requirement may not apply if your appointment is necessary to fill a critically needed position, you did not receive any financial inducement to retire, and your termination of service was not the cause of the need to acquire your services.

Your employer must submit documentation substantiating your eligibility for this exemption to us. Within 30 calendar days after we receive all the required documents, we will determine if the exemption is approved and let you and your employer know.

Your employer should submit the documentation well before your expected start date to allow time for us to confirm whether you're approved for an exemption before you start working.

Normal retirement age	
CalSTRS 2% at 60 60	CalSTRS 2% at 62 62

Annual postretirement earnings limit

In addition to the separation-from-service requirement, you're also subject to the annual postretirement earnings limit if you return to work and perform retired member activities.

If you return to work after the 180-calendar day separation-from-service requirement and perform retired member activities as an employee, an independent contractor or an employee of a third

party, you can earn up to the annual postretirement earnings limit without affecting your benefit. If your earnings from your work performing retired member activities—including employer contributions to tax-sheltered annuities and other tax-favored products—exceed the annual earnings limit, CalSTRS will withhold all of your gross monthly retirement benefit until we collect your excess earnings in full, up to the amount of your annual retirement benefit, minus reductions due to the separation-from-service requirement.

The earnings limit for the 2022–23 school year is \$49,746. Check **CalSTRS.com/limits** for the 2023–24 earnings limit.

Any amount you earn performing retired member activities during the first 180 calendar days of retirement will also count against the annual postretirement earnings limit for the appropriate fiscal year.

For example: If you perform retired member activities in the 2022–23 school year after the first 180 calendar days following retirement and earn \$52,000, you will have exceeded the annual earnings limit of \$49,746 by \$2,254. If your annual retirement benefit is \$2,254 or more, then we will withhold your monthly retirement benefits until we collect \$2,254.

Exclusion from the earnings limit for certain third-party employers

You may be excluded from both the earnings limit and other postretirement employment requirements if:

- You return to work for a third-party employer that does not participate in a California public pension system.
- The activities performed are not normally performed by employees of a CalSTRS employer, and the activities are performed for 24 months or less.

Reinstatement after retirement

You may voluntarily terminate your retirement and reinstate to active membership any time after the date of your retirement by submitting the *Reinstatement After Retirement* form. You can submit this form up to six months before you plan to reinstate.

Your reinstatement date can be any day during the month in which we receive your signed *Reinstatement After Retirement* form. For example, if you want your retirement to end as of July 15, 2023, we must receive your form no later than July 31, 2023.

If you decide to remain retired after submitting your application, you may cancel your reinstatement application as long as we receive your request by the last day of the month in which your reinstatement was to become effective.

To learn how reinstatement could affect your future retirement benefits, meet with a CalSTRS benefits specialist.

Volunteering in retirement

If you volunteer during retirement, be aware that an employment arrangement that involves volunteering in a position that would otherwise be creditable to CalSTRS—such as volunteering to serve as a school principal—may be in violation of the postretirement earnings limitations.

When you're ready to retire again

If you reretire within 12 months of reinstating, you may not make changes to your retirement option or beneficiaries. Your new retirement date must be at least one day after the date you reinstated.

If your next retirement is after 12 months have passed since you reinstated, you may change or cancel your option election, but your benefit will be subject to an assessment that may reduce your benefit for your lifetime. Once you have retired, you may make a postretirement option change only under limited circumstances.

See the *Member Handbook* for more information on postretirement option changes.



Keep your mailing and email addresses current to avoid delays in benefits or communications.

When you submit changes using *myCalSTRS* or the *Address Change Request* form available at [CalSTRS.com/forms](https://www.calstrs.com/forms), we will send you a letter and an email confirming the update.

Retired educator organizations

Organizations for retirees provide services to their members and may be legislative advocates for bills affecting retired educators. Contact information for organizations is provided as a courtesy and not as an endorsement.

Association of California School Administrators 1029 J Street, Suite 500 Sacramento, CA 95814 800-608-2272 acsa.org	Faculty Association of California Community Colleges 1823 11th Street Sacramento, CA 95811 916-447-8555 facc.org
California Federation of Teachers Administrative Office 2550 North Hollywood Way, Suite 400 Burbank, CA 91505 818-843-8226 cft.org	United Educators of San Francisco—Retired Division 2310 Mason Street San Francisco, CA 94133 415-956-8373 uesf.org
California Retired Teachers Association 1750 Howe Avenue, Suite 630 Sacramento, CA 95825 916-923-2200 calrta.org	United Teachers Los Angeles—Retired 3303 Wilshire Boulevard, 10th Floor Los Angeles, CA 90010 213-487-5560 800-556-8852 utla.net
California Teachers Association/National Education Association—Retired P.O. Box 921 Burlingame, CA 94011-0921 650-697-1400 cta.org/retired	

Your CalSTRS resources



Online

myCalSTRS

Access your account information and balances, service credit total, forms and more. Start at **myCalSTRS.com**.

CalSTRS.com

Find information about CalSTRS benefits and services, webinars, publications, forms, benefit estimate calculators and more.

Stay connected



Publications

Read about CalSTRS benefits and services. You can order a printed copy of any CalSTRS publication at **CalSTRS.com/forms**.

Community Property Guide

Member Handbook

Retired Educator

Social Security, CalSTRS and You

Working After Retirement



Locations

Member service centers and satellite offices are located throughout California. For current hours and to schedule an appointment, call 800-228-5453, option 3.

- For the most recent listing of our offices, visit **CalSTRS.com/local-offices**.

Member service centers

Fresno	Riverside	West Sacramento
Glendale	San Diego	
Irvine	Santa Clara	



Forms

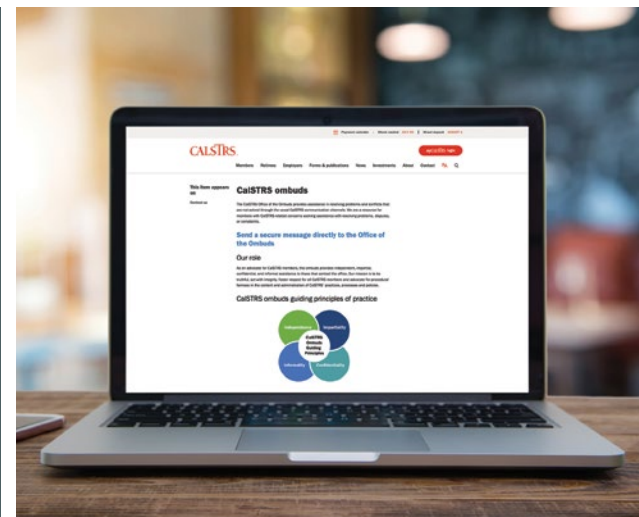
Find the forms you need to update your address, change your direct deposit information, reinstate after retirement, change your tax withholding, request verification of benefits for the Social Security Administration, and more.

- **CalSTRS.com/forms**
myCalSTRS.com

CalSTRS ombuds

The Office of the Ombuds provides independent, impartial, confidential and informal assistance in resolving problems and conflicts that are not solved through the usual CalSTRS communication channels. The office is a place CalSTRS members and the public can voice their concerns. The ombuds will help problem solve and may recommend a variety of options toward responsibly addressing a concern raised.

To contact the ombuds, go to **CalSTRS.com/CalSTRS-ombuds**.



Step 2: Complete and submit your forms

You can complete and submit your *Service Retirement Application* online using *myCalSTRS* or in paper format via mail or fax.

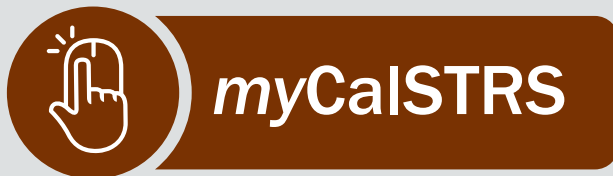
Submit your application online

Completing and submitting your application online using *myCalSTRS* is easy, fast and secure, plus you'll:

- Receive step-by-step guidance to complete your application correctly.
- Save time since your member-specific information is auto filled.
- Receive an immediate email confirmation when we receive your application and after it has been processed.
- Receive prompt emails if we need additional information to process your application.



Register for an Online Service Retirement Application Demonstration at **CalSTRS.com/webinars** for help submitting your application online.



Activate your *myCalSTRS* account

Create your *myCalSTRS* account if you haven't already done so. To begin, go to **myCalSTRS.com** and click on *Register Now*. If you need help, call us at 800-228-5453.

Protect your *myCalSTRS* account

Review your *myCalSTRS* account regularly to make sure your information is accurate. Choose a strong password, do not share it with others and change it immediately if you know or suspect it has been compromised.

How we keep your account secure

Protecting your CalSTRS personal and financial information is among our highest priorities. We have strict policies and procedures in place to ensure your personal information remains private and secure.

Some measures we take to help protect the security of your CalSTRS information are:

- We will not request confidential or personal information via email. If you receive a suspicious email that looks like it came from CalSTRS and requests confidential data, do not click any links within the message.
- Our representatives will only meet with you at designated CalSTRS offices—not at your workplace or home. You can schedule an appointment with a CalSTRS benefits specialist by calling 800-228-5453 and then selecting option 3, or register online at **CalSTRS.com/benefits-planning-services** or from your *myCalSTRS* account.

Service retirement forms

To apply for service retirement, you'll need to submit the *Service Retirement Application*. In addition, each of your employers during your last 12 months of employment must submit the *Express Benefit Report* form to verify your last day of work, vacation or compensated approved leave and report unused sick leave. You can find these forms at [CalSTRS.com/forms](https://www.calstrs.com/forms), or they can be completed electronically on myCalSTRS where indicated.

Form name	Purpose	Reason to use this form	On myCalSTRS
Required			
<i>Service Retirement Application</i> SR-0059	To apply for service retirement as a Defined Benefit Program member.	Required for a service retirement. Includes distribution of your Defined Benefit Supplement funds.	Yes
<i>Express Benefit Report</i> SR-0554E	To have your employer verify your last day of work, vacation or compensated approved leave and report unused sick leave.	Required for verification of employment termination and unused sick leave to adjust your benefit.	No
Recommended			
<i>Direct Deposit Authorization</i> AS-1130	To send your retirement benefit directly to your financial institution.	Provides a convenient and safe way to receive your retirement benefit.	Yes
<i>Recipient Designation</i> MS-0002	To designate living persons, an estate, trust, charity or other entity to receive the one-time death benefit.	Confirms your death benefit wishes are recorded at CalSTRS and avoids probate for this benefit after your death.	Yes
Special circumstances			
<i>Justification for Non-Signature of Spouse or Registered Domestic Partner</i> MS-1125A	To explain why your spouse's or registered domestic partner's signature is not on forms that require it.	If you're married or registered as a domestic partner and your spouse or registered domestic partner is unable or refuses to sign forms when required.	Yes
<i>Compound Option Election</i> SR-0363 This separate form must accompany the <i>Service Retirement Application</i> if you're electing the Compound Option.	To designate one or more option beneficiaries—a living person or persons, or a special needs trust—to receive an allocation of your Member-Only Benefit with an option choice for each.	When you want to elect the Compound Option at retirement and are submitting a <i>Service Retirement Application</i> for the first time.	Yes
<i>Reduced Benefit Election</i> SR-1613 This separate form must be submitted with the <i>Service Retirement Application</i> if you're applying for the Reduced Benefit Election.	To elect the Reduced Benefit Election, you must be at least age 55, but under age 60, and have at least five years of service credit.	Receive one-half of your monthly benefit calculated as if you were age 60 for the same number of months after age 60 that you received payments before age 60. After that, you receive your full benefit.	Yes
<i>Certification of a Special Needs Trust</i> SR-1854	To designate a trust for an individual who is disabled as an option or annuity beneficiary.	Required if one or more of your beneficiaries is a special needs trust.	No
<i>Service Retirement Application Change Request</i> SR-1328	To make a change to your application or cancel it.	CalSTRS must receive this form within 30 days of the date your first benefit payment is issued.	No

Submit your application in paper format

The fastest and easiest way to submit your *Service Retirement Application* is online via *myCalSTRS*. If you'd like to submit your application in paper format, be sure to submit each required form. All the forms you may need to retire are listed on the previous page.

Carefully read and follow the instructions for each form to avoid processing delays. You can print or order the forms you need at **CalSTRS.com/forms**. Once complete, you can mail or fax them to any CalSTRS member service center. All paper applications are processed in the order they are received. Incomplete applications are not processed and will be returned by mail.

When completing your paper retirement application and other forms, be sure to:

- Carefully read the instructions, including the *Special Tax Notice: Your Rollover Options*.
- Make photocopies of the forms beforehand in case you need to start over. You can also download and print new forms at **CalSTRS.com/forms**. If you need to make a correction, draw a line through the error and make your correction, then initial and date next to the change or use a new form. Your spouse or registered domestic partner also needs to initial changes.
- Attend a Paper Service Retirement Application Demonstration webinar to get step-by-step instructions on filling out your application. Register at **CalSTRS.com/webinars**.
- Print clearly in blue or black ink or type all information requested. Do not use pencil, erasable ink or light-colored ink.
- Remember to sign and date your *Service Retirement Application* and other forms. For forms to be legally accepted by CalSTRS, you and your spouse or registered domestic partner must sign and date all forms where indicated. If your spouse or registered domestic partner cannot sign the forms, complete the *Justification for Non-Signature of Spouse or Registered Domestic Partner* form. This form may require supporting documentation.
- Make a copy of each completed form you submit for your records.



Service Retirement Application checklist

This checklist will help you avoid common errors that result in your paper application being returned for corrections.

Section 1: Member information

Did you complete *all* of the member information?

Section 2: Retirement information

Did you provide a retirement date?

Did you provide the date of your last day of work, vacation or compensated approved leave?

Is your retirement date at least one day after your last day of work, vacation or compensated approved leave?

If you're applying for the Reduced Benefit Election, did you complete and attach the *Reduced Benefit Election* form?

If you plan to retire concurrently from another California public retirement system, did you complete the required information?

Section 3: Your Defined Benefit Program election

3.1 Defined Benefit Program election

Did you elect the Member-Only Benefit or the Modified Benefit?

If you elected the Modified Benefit and previously submitted a *Preretirement Election of an Option* form:

Did you state the name of your elected beneficiary and the percentage amount?

If you elected the Modified Benefit and did not previously submit a *Preretirement Election of an Option* form:

Did you provide all the required option and beneficiary information?

Section 4: Your Defined Benefit Supplement Program election

4.1 Defined Benefit Supplement Program election

Did you elect one choice for your Defined Benefit Supplement funds: either a lump-sum payment, annuity payment, or combination lump sum and annuity?

If you elected the annuity payment, did you indicate either the period-certain annuity of three to 10 years or the lifetime annuity?

If you elected the combination lump sum and annuity, did you indicate the lump-sum amount and choose either a period-certain annuity of three to 10 years or a lifetime annuity?

4.2 Defined Benefit Supplement Program payment instructions

If you elected a lump-sum payment or period-certain annuity of three to nine years, did you elect either direct payment or rollover?

If you elected a rollover to Pension2:

Did you indicate the dollar amount or percentage to transfer?

You do not need to provide financial institution information or get a financial institution signature.

Service Retirement Application checklist, continued

If you elected a rollover to another qualified plan with a financial institution, did you:

Select one of the three plan types?

Provide the account number?

Complete the financial institution information?

Obtain the financial institution representative's signature or a Letter of Acceptance?

Section 5: Defined Benefit Program tax withholding preferences

Did you elect your California state and federal income tax withholding preferences?

Section 6: Defined Benefit Supplement Program tax withholding preferences

If you elected a lifetime annuity or the Period-Certain Annuity of 10 years, did you indicate your California state and federal income tax withholding preferences?

Section 7: Defined Benefit Supplement tax withholding for lump sum or period-certain annuities of 3–9 years.

If you elected a lump-sum payment or a period-certain annuity of three to nine years, did you indicate if you want California state tax withheld?

Section 8: Required signatures

Did you indicate your marital status by checking all boxes that apply to you?

Did you sign and date the form with your signature date?

Did you sign within six months of your requested retirement date if requesting a retirement date in the future?

Did your spouse or registered domestic partner sign and date the form with their signature date?

If not, did you check the corresponding box and attach the *Justification for Non-Signature of Spouse or Registered Domestic Partner* form?

Before submitting your application

Are your name and Client ID or Social Security number on all pages?

Did you complete all pages of the application?

Did you initial and date any corrections?

Did your spouse or registered domestic partner initial and date any corrections?

Did you make a copy of your application and supporting documents for your records?



Submit your application online using *myCalSTRS* for faster processing.
If you submit a paper application between April 1 and July 31, processing times may be longer than during nonpeak months.

CalSTRS' role in your retirement process

After you submit your *Service Retirement Application*, what you can expect from us and when is detailed below.

Once CalSTRS receives your <i>Service Retirement Application</i> , we...	When
Send you a letter acknowledging receipt of your application.	Within two weeks of processing your application or instantly via email if you apply online.
Review your packet for all necessary information.	Within 30 days of receiving your application packet.
May request additional information from you or your former employer, including any court-ordered community property documents. (Submit the <i>Express Benefit Report</i> form to decrease the need for us to request additional information from you or your employer.)	Any time during the application process.
Send an award letter that includes: <ul style="list-style-type: none"> • The amount of your monthly benefit. • How your monthly benefit was calculated. • The total amount of your contributions and interest as of your retirement effective date. 	Within two to three weeks of receiving your complete application, or three to four weeks before your retirement date if the complete application was received more than six weeks prior to your retirement date.
Send your first benefit payment based on the information on file at the time of retirement. If your retirement date is not the first of the month, your first benefit payment will be prorated.	Within 45 days of your retirement date or the date we process your retirement application and all applicable forms, whichever is later.
Send your requested Defined Benefit Supplement payment based on the information on file at the time of your retirement.	Within 45 days of your retirement date or the date we process your retirement application and all applicable forms, whichever is later.
Send adjustment letters. <ul style="list-style-type: none"> • Your benefit payment may be adjusted as we receive additional information from your employer, including any unused sick leave or retirement incentive. • Unused sick leave may take several months to process if we do not receive the <i>Express Benefit Report</i> with your application. • Reconciliation of underpayments or overpayments will be made during this period. • Save your most recent adjustment letter to determine your tax liability. 	Any time after your retirement date.
Provide an annual benefit adjustment equal to 2% of your initial benefit. These adjustments are not compounded or based on inflation.	Effective September 1 of each year, beginning after the first anniversary of your retirement. The automatic adjustment is reflected in your October 1 payment.



When you complete and submit your application online using *myCalSTRS*, your timeline typically will be much faster.

CalSTRS Pension2

Roll over your Defined Benefit Supplement funds to Pension2 when you retire

Pension2, CalSTRS' voluntary supplemental savings plan, offers 403(b), 457(b), Roth 403(b) and Roth 457(b) plans.

With Pension2, you'll belong to a plan with:

- Low and transparent costs—no commissions, no load fees and no surrender charges.
- Flexible investment choices that match your level of investment ability.
- Experienced retirement specialists to help you define and pursue your goals in retirement.

CALSTRS

pension2
personal wealth plan

It's your future. Choose Pension2®.

Pension2.com

Find the Pension2 e-book and videos online, or call us toll-free at 888-394-2060 for information.

CalSTRS Pension2 does not guarantee any rate of return on investments. Investing involves risk, including risk of loss of principal.

Have other retirement savings accounts? Bring them all together.

By rolling over money currently held in other qualified retirement plans to Pension2, you'll be able to manage your retirement savings in one place, plus you may be able to save on fees.

To get a no-charge, no-cost comparison, call 888-394-2060.

Compare 403(b) products side by side

At 403bCompare.com, you'll find an easy way to compare costs, services and performance of your employer's 403(b) products to help you find the best plan for your retirement income goals.

Scan this QR code to learn more.



Glossary

Age factor

The percentage of your final compensation that you will receive as a retirement benefit for every year of service credit. The age factor is based on your age on the last day of the month in which your retirement is effective.

For CalSTRS 2% at 60 members, the age factor at age 60 is 2%. The age factor decreases the earlier you retire, decreasing to 1.1% at age 50 and gradually increasing the closer to age 60 you retire. If you retire after age 60, the age factor gradually increases to a maximum of 2.4% at age 63. For example, if you retire at age 60 and have 20 years of service, you will receive 2% (your age factor at age 60) of your final compensation multiplied by the 20 years of service credit, or 40% of your final compensation ($2\% \times 20$).

For CalSTRS 2% at 62 members, the age factor at age 62 is 2%. The age factor decreases the earlier you retire, decreasing to 1.16% at age 55 and gradually increasing the closer to age 62 you retire. If you retire after age 62, the age factor gradually increases to a maximum of 2.4% at age 65.

Annual benefit adjustment

An automatic annual increase to your monthly benefit. The increase is effective September 1 of each year after the first anniversary of your retirement date. Annual benefit adjustments are calculated at 2% of your initial benefit. The increase is not compounded or linked to inflation.

Annualized pay rate

The salary and wages a person could earn during a school term for an assignment if creditable service were performed for that assignment on a full-time basis.

Assessment

A reduction applied to your benefit if you change or cancel your preretirement election of an option or if your beneficiary dies prior to your retirement date. The amount is the actuarial equivalent of the coverage you received as a result of the preretirement election. The reduction does not apply in all circumstances.

Career factor

For members under the CalSTRS 2% at 60 benefit structure, if you retire with at least 30 years of earned service credit, 0.20% is added to your age factor up to a maximum age factor of 2.4%. For example, at age 60 and 3 months, the normal age factor is 2.033%. With the career factor added, the age factor would be 2.233%. The career factor does not apply if you die before retirement without a *Preretirement Election of an Option* form on file at CalSTRS. Members under the CalSTRS 2% at 62 benefit structure are not eligible for the career factor.

Classified position

Any position not requiring certification qualifications. Classified service includes every position not defined by the California Education Code as requiring a certificate or credential and not specifically exempted. Exempted service can be found in California Education Code sections 45103 and 45256.

Client ID

A CalSTRS randomly generated number used to identify members. We use your Client ID instead of your Social Security number to secure your identity. You can find your Client ID on your *Retirement Progress Report*.

Compensation earnable

The weighted average of the amount you would have been paid if you had worked in each of your assignments on a full-time basis, plus any remuneration in addition to salary, not including compensation for which contributions are credited to your Defined Benefit Supplement account.

Concurrent service retirement

Retiring for service at the same time from CalSTRS and one of the following California public retirement systems: California Public Employees' Retirement System, San Francisco Employees' Retirement System, University of California Retirement Plan, Legislators' Retirement System, or those systems established under the County Employees Retirement Law of 1937. Or you may retire for service on different dates as long as you did not perform service creditable to either system between those dates.

Creditable service

Specific employment activities performed for a school district, community college district, county office of education or eligible charter school, including teaching, mentoring, vocational or guidance counseling, services related to school curriculum, and a variety of administrative duties. Includes school health professionals, school librarians, superintendents and others.

Credited service

Service credit for which required contributions have been paid. See **service credit** definition on page 36.

Defined Benefit Program

A benefit program within the California State Teachers' Retirement System that provides a lifetime retirement benefit (based on a formula using service credit, an age factor and final compensation) and survivor and disability benefits for California's public school educators who are members of the program.

Defined Benefit Supplement Program

A cash balance plan for Defined Benefit Program members that provides an additional retirement benefit. Contributions on earnings for service performed in excess of one year are credited to your Defined Benefit Supplement account. For every dollar you and your employer contribute to this program, your account is credited accordingly. Your account earns guaranteed interest and any additional earnings credits declared by the Teachers' Retirement Board.

For CalSTRS 2% at 60 members, contributions on earnings for limited-term payments are also credited to your Defined Benefit Supplement account.

Final compensation

The highest average annual compensation earnable during a specified period of CalSTRS-covered paid employment.

For members under the CalSTRS 2% at 60 benefit structure, the period is 12 consecutive months if you have at least 25 years of service credit. If you have fewer than 25 years of service credit, and you're not an eligible classroom teacher who has a collectively bargained final compensation period of

12 consecutive months, the period is 36 consecutive months. For members under the CalSTRS 2% at 62 benefit structure, the period is 36 consecutive months regardless of your years of service.

Hybrid retirement system

As a CalSTRS member, you participate in a hybrid retirement system that includes traditional defined benefit (Defined Benefit Program), cash balance (Defined Benefit Supplement Program) and voluntary defined contribution (CalSTRS Pension2) plans. You also have survivor and disability benefits.

Longevity bonus

A benefit enhancement for members under the CalSTRS 2% at 60 benefit structure that increases your monthly benefit if you had at least 30 years of qualified service credit on or before December 31, 2010. The bonus will be reduced by an option factor if you choose an option. Members under the CalSTRS 2% at 62 benefit structure are not eligible for the longevity bonus.

Member

You're a member if you have been credited with service in the Defined Benefit Program and have not received a refund for that service.

Member-Only Benefit

The highest monthly benefit you can receive for your lifetime when you retire for service or disability.

Modified Benefit

A reduced benefit that allows you to provide an ongoing lifetime benefit to one or more option beneficiaries after your death. The reduction to your Member-Only Benefit depends on which option you choose, your age and the age of your option beneficiary when the election is made.

Normal retirement age

For CalSTRS 2% at 60 members, normal retirement age is 60. For CalSTRS 2% at 62 members, normal retirement age is 62.

One-time death benefit

A one-time benefit paid to your designated recipients (may be a person, trust, charity, corporation, estate or other entity) after you die.

Option

A Defined Benefit Program feature that allows you to distribute your retirement benefit over your lifetime and the lifetimes of other people after your death.

Postretirement earnings limits

There are two postretirement earnings limits that apply to CalSTRS members: the annual earnings limit and the separation-from-service requirement.

Annual postretirement earnings limit

If you return to work and perform retired member activities after the 180-calendar day separation-from-service requirement in the California public school system as an employee, independent contractor or employee of a third party, you can earn up to the annual postretirement earnings limit without affecting your benefit. Your CalSTRS benefit will be reduced dollar for dollar by the amount of creditable earnings in excess of the earnings limit up to your annual retirement benefit, minus reductions due to the separation-from-service requirement.

The Teachers' Retirement Board adjusts the earnings limit annually. For the 2022–23 school year, the limit is \$49,746. Check **CalSTRS.com/limits** for the 2023–24 earnings limit.

If you perform retired member activities during the first 180 calendar days after retirement when you're subject to the separation-from-service requirement, any pay you earn will also count against the annual postretirement earnings limit for the appropriate fiscal year.

Separation-from-service requirement

If you return to work after service retirement and perform retired member activities during the first 180 calendar days after your most recent retirement date in the California public school system as an employee, independent contractor or employee of a third party, your retirement benefit will be reduced dollar for dollar by the amount you earn up to your benefit payable during the 180 calendar days.

In addition, any amount you earn performing retired member activities during the first 180 calendar days of retirement will also count against the annual postretirement earnings limit for the appropriate fiscal year.

There are no exemptions if you're under normal retirement age or if you received a retirement incentive. Following the 180-calendar day period, you may return to work under the annual postretirement earnings limit.

Reduced Benefit Election

A retirement alternative for Defined Benefit Program members if you're under the CalSTRS 2% at 60 benefit structure. You will receive one-half the monthly benefit amount calculated as if you were age 60. The reduced benefit will continue for the same number of months after age 60 that you received benefits before age 60. After that, you will receive your full retirement benefit. To be eligible, you must be at least age 55, but under age 60, and have at least five years of service credit. You're not eligible if you previously received a CalSTRS service retirement or disability benefit or if you're applying for service retirement while your disability application is being evaluated.

Retired member activities

Specific employment activities, such as teaching, guidance counseling, mentoring, services related to school curriculum and certain administrative duties, performed in retirement in the California public school system as an employee of an employer, as an independent contractor or as an employee of a third party except under limited circumstances.

School term

The period of time an employer requires creditable service to be performed by a member employed on a full-time basis.

School year

Refers exclusively to the fiscal year: July 1 of one calendar year to June 30 of the following calendar year.

Service credit

Accumulated period in years, including partial years, for which you earned creditable compensation and made contributions under the Defined Benefit Program. Your service credit is one of the factors used to determine your eligibility for benefits payable under the Defined Benefit Program. Service credit cannot exceed 1.000 in any given school year.

CalSTRS resources



WEB

CalSTRS.com

myCalSTRS.com

403bCompare.com

Pension2.com

STAY CONNECTED



CALL

800-228-5453

Calls from within the U.S.

916-414-1099

Calls from outside the U.S.

888-394-2060

CalSTRS Pension2®

Personal wealth plan

CalSTRS Compliance and
Ethics Hotline

844-896-9120 (toll free)

CalSTRShotline.ethicspoint.com



WRITE

Postal mail

CalSTRS

P.O. Box 15275

Sacramento, CA

95851-0275

Overnight delivery to CalSTRS Headquarters

100 Waterfront Place

West Sacramento, CA

95605



VISIT

Find your nearest

CalSTRS office at

CalSTRS.com/localoffices.

Call ahead to find out the
hours and services of
your local office.



FAX

916-414-5040



California State Teachers' Retirement System

COM 0377 (rev 1/23)

Printed on recycled paper



Express Benefit Report

SR 0554E rev 01/20

CALSTRS

California State Teachers' Retirement System
P.O. Box 15275, MS 65
Sacramento, CA 95851-0275
800-228-5453
CalSTRS.com

Members: Complete only section 1, then submit a form to each employer for whom you performed CalSTRS creditable service during the last school year in which you performed creditable service. This form allows your previous employers to report your accumulated unused sick leave and employment termination information to CalSTRS. Credit for unused sick leave is included in your final retirement benefit calculation. **This form is not an application for a benefit. You must submit your *Service Retirement Application* to CalSTRS before you'll receive your CalSTRS retirement benefit.**

Employers: Complete sections 2-4 and return directly to CalSTRS. This form is used to report employment and sick leave benefit information, including the termination of employment and unused and excess sick leave. This form must be certified by the county superintendent or an authorized designee. **Employers are required to certify employment termination and sick leave information within 30 days of the member's retirement date or the date CalSTRS receives the retirement application, whichever is later. CalSTRS may assess penalties for delinquent reports.**

Section 1: Member Information (To be completed by member)

NAME (LAST, FIRST, INITIAL)			CLIENT ID OR SOCIAL SECURITY NUMBER
MAILING ADDRESS			DATE OF BIRTH (MM/DD/YYYY) ()
CITY	STATE	ZIP CODE	HOME TELEPHONE
POSITION TITLE			
REQUESTED RETIREMENT DATE AS INDICATED ON YOUR <i>SERVICE RETIREMENT APPLICATION</i>			
<input type="checkbox"/> I had more than one employer during my last school year of CalSTRS-covered employment.			

Members: Stop here and forward this form to each of your last employers to complete and return to CalSTRS.

Section 2: Employer Information

(To be completed by last employer(s) and returned directly to CalSTRS)

<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/>	()		
COUNTY AND DISTRICT CODE (FIVE DIGITS)	EMPLOYER CONTACT NAME	EMPLOYER TELEPHONE	
EMPLOYER ADDRESS	CITY	STATE	ZIP CODE
		()	
EMPLOYER EMAIL ADDRESS	EMPLOYER FAX		

Member's Last Day of Work, Vacation or Compensated Approved Leave

LAST DAY OF WORK, VACATION OR COMPENSATED APPROVED LEAVE. (MM/DD/YYYY)
(THIS DATE MUST BE EARLIER THAN THE RETIREMENT DATE.)

Continued on reverse side.



SR0554E

MEMBER'S NAME (LAST, FIRST, INITIAL)

CLIENT ID OR SOCIAL SECURITY NUMBER

Section 2: Employer Information continued

Sick Leave Days

Report unused and excess sick leave as of the member's anticipated last day of work, vacation or compensated approved leave. If the *Express Benefit Report* form is submitted before the last day of work, vacation or compensated approved leave and the member uses sick leave after submitting this form, the district must submit a correction on the *Employment Termination or Sick Leave Data Correction* form to CalSTRS to ensure the member receives an accurate final benefit. The form is available on SEW, the CalSTRS Secure Employer Website, or at CalSTRS.com/forms.

Unused Sick Leave Report/Unused Excess Sick Leave Billing

If the employee has no accumulated unused sick leave days, enter zero.

Unused Basic Sick Leave Days		Unused Excess Sick Leave Days*		Total Sick Leave		Contract Base Service Days
<div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div>	+	<div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div>	=	<div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div>		<div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div>
Days only		Days only		Days only		Not less than 175 days

*To determine unused excess sick leave days: First deduct sick leave usage from any unused sick leave balances as of July 1, 1986. Next, deduct sick leave usage from basic sick leave days granted after June 30, 1986. Last, deduct sick leave usage from any excess sick leave days granted after June 30, 1986.

Section 3: Employer Final Compensation Information (To be completed by employer(s))

☐ **One-year final compensation**

I certify pursuant to the district bargaining agreement that the present-value payment for one-year final compensation will be made to CalSTRS within 30 days of receiving billing for the member, who has fewer than 25 years of service credit.

☐ **I have attached a written agreement demonstrating the member is eligible for one-year final compensation.** Please attach only the relevant pages of the written agreement that demonstrate the member's eligibility for one-year final compensation.

For CalSTRS 2% at 60 members (first hired on or before December 31, 2012; see the *Member Handbook* for other requirements): Those who have at least 25 years of service credit are eligible for one-year final compensation. Employers may also provide one-year final compensation to those with fewer than 25 years of service credit in collective bargaining agreements entered into, extended, renewed or amended before January 1, 2014.

For CalSTRS 2% at 62 members (first hired on or after January 1, 2013): These members are not eligible for one-year final compensation.

☐ **Final compensation — salary reduction**

I certify that because of a reduction in school funds, the member's salary was reduced during the following school year(s) ____/____. The member's final compensation does not have to be based on consecutive periods of time.

Section 4: Required Signatures

By signing this form, I certify the member will have terminated all CalSTRS creditable service with this district before their retirement date.

I understand it is a crime to fail to disclose a material fact or to make any knowingly false material statement for the purpose of using it, or allowing it to be used, to obtain, receive, continue, increase, deny or reduce any benefit administered by CalSTRS and it may result in penalties, including restitution, of up to one year in jail and/or a fine of up to \$5,000 (Education Code section 22010). It may also result in any document containing such false representation being voided.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct. I understand that perjury is punishable by imprisonment for up to four years (Penal Code section 126).

PRINT NAME OF SUPERINTENDENT OR AUTHORIZED DESIGNEE

()

TELEPHONE

OFFICIAL TITLE

()

FAX



SIGNATURE (SUPERINTENDENT OR AUTHORIZED DESIGNEE)

DATE (MM/DD/YYYY)