

Menifee County School District

Are you planning on Retiring?

[Kentucky Public Pension Authority:](#)

Do you have your Personal pin number? If not, please contact them at 502-696-8800 or 1-800-928-4646 and it will be mailed to the address on record.

OR, if you have a valid email address on file with KPPA, you can request a new PIN to be sent to you via encrypted email. A member or beneficiary may request a PIN via encrypted email **in Step 2 of the Self Service registration process**, in Self Service under Contact Information, or by contacting KPPA toll free at 1-800-928-4646.

Schedule a Retirement Counseling Appointment

Contact one of our experienced Retirement Benefit Counselors to discuss how KPPA can best meet your needs. You may speak with a counselor or schedule an appointment by calling 1-800-928-4646.

Virtual and phone appointments remain the most efficient way to access retirement counseling at KPPA. For more information, visit our [Members page](#).

Members are strongly encouraged to [register for Member Self Service](#) prior to scheduling an appointment. Members can also apply for retirement online using Member Self Service. [Read more about Member Self Service](#)

Members can access their retirement accounts online at myretirement.ky.gov or call 1-800-928-4646. Documents can be submitted to our office by using the upload feature in Self Service, by mail or by fax at 502-696-8822.

Determine your Date of Retirement

Your effective retirement date is always the first day of the month and your termination date must precede your retirement date. Your retirement date and termination cannot be the same.

Apply for Retirement

Log in to myretirement.ky.gov and click Apply for Retirement on the home page. Carefully follow the instructions throughout the retirement module and review your information before submitting your application.

For additional instructions to complete your online retirement application, visit [Managing Your Retirement Account](#).

You may also file for retirement by applying for retirement on our paper application. Complete the [Form 6000, Notification of Retirement](#) and mail or fax to the address/fax number on the form.

Retirement Resources

[Form 6000 - Notification of Retirement](#)

Required Documents

Member date of birth verification: Provide a legible copy of your birth certificate, driver's license or passport, a court order, or immigration and/or naturalization documents.

Beneficiary date of birth verification: Provide a legible copy of the beneficiary's birth certificate, driver's license or passport, a court order, or immigration and/or naturalization documents.

Dependent date of birth verification: Provide a legible copy of the dependent's birth certificate, driver's license or passport, a court order, or immigration and/or naturalization documents.

Name change verification due to marriage/divorce: Provide a legible copy of your Social Security card, marriage certificate, or divorce decree.

Proof of Medicare A and B for member and/or dependents: Provide a copy of your Medicare card with effective dates of coverage or a letter from Medicare stating the effective dates of coverage.

Social Security statement: Provide a copy of your [Personal Earnings Benefit Estimate Statement \(PEBES\)](#).

Direct deposit information: Provide a copy of a voided personal check (checking accounts) or a letter from your financial institution (savings accounts).

Funeral home license: Provide a copy of the funeral home license if the member chooses to name the funeral home as a beneficiary of the death benefit.

Designation of spouse and/or dependent child for health insurance contributions: [Form 6256](#). (Only dependents who meet the definition of a "dependent child" as defined by Kentucky Revised Statute 16.505(17) are eligible to receive health insurance contributions.)

Selecting Your Payment Option and Health Insurance

Once KPPA receives and processes your Form 6000 (online or paper selection) and one of the required birth date documentation, you will receive

- [Form 6010, Final Estimated Retirement Allowance Option Selection](#). For more information about payment options, visit [KPPA's Payment Options page](#).
- [Form 6200, Health Insurance Enrollment](#) (The [Form 6256](#) must be completed and returned for those HAZARDOUS members covering dependents on health insurance.)

The [Form 6010, Final Estimated Retirement Allowance Option Selection](#) must be completed, signed, witnessed, dated, and returned to KPPA by the last business day prior to the member's retirement date.

Return Form 6200 to KPPA timely to ensure your health insurance coverage is not delayed.

Sick Leave Payout Options – If you will be receiving a sick leave payout, you may elect to receive a check (Direct Deposit) or shelter with Kentucky Deferred Comp or American Fidelity. If you elect to shelter your sick leave, it is your responsibility to make sure this is in place at least 30 days before retirement. Failure to do so will result in a check (Direct Deposit).

American Fidelity	403b, 457, Roth	(859) 309-6950 Beth Wyatt
KY Deferred Comp	401k, 457, Roth	(502) 573-7925 Jamie Corbett

If we can be of any assistance, please let us know. We can review your forms, fax them in for you and provide any guidance we are able to.

