



entura County Employees' Retirement Association

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Retirement Application Information

This retirement packet includes the following forms that must be completed and returned to VCERA **no more than 60 days before your retirement date** for your retirement application to be processed. Applications for Retirement may be delivered to VCERA in person; however, we recommend that you schedule an appointment to submit your application **if you have questions at that time**. Appointments can be made by calling VCERA at (805) 339-4250.

✓ Application for Retirement

Complete all sections of this form. The effective date of your retirement must be after your employment terminates, in most cases this is the day after your last day compensated. Make sure you fully understand each of the available retirement options before making your Benefit Payment Option election because once you begin receiving your retirement benefit, you will not be able to change your election. Your spouse/domestic partner signs this form as well.

You must also include a photocopy of the following documentation:

- Proof of your birth (birth certificate, passport, etc.)
- If married, your marriage license and your spouse's proof of birth
- If in a domestic partnership, your certificate of domestic partnership and partner's proof of birth
- If you have had a marital separation prior to the year 2000, please notify VCERA well in advance of submitting your Retirement Application Packet.

✓ Beneficiary Designation

Read the information on the back of the form before naming your beneficiaries. Then complete the form, naming at least one primary (priority 1) beneficiary and secondary (priority 2) beneficiary. Keep the information up to date after your retirement by completing a new Beneficiary Designation/Change Form, available on the VCERA website.

✓ Federal and State Tax Withholding Request

Please refer to the pink Taxation of Your Retirement Benefit pamphlet before choosing your withholding amounts. After retirement you can change your withholding amounts by completing a new Federal and State Tax Withholding Request Form, available on the VCERA website.

✓ Authorization Agreement for Automatic Deposits

Complete this form and choose to either have direct deposit to your financial institution (it is strongly recommended that you sign up for direct deposit) or receive checks by mail. Your automatic deposit can be changed at any time after your retirement by completing a new Authorization Agreement for Automatic Deposits form, available on the VCERA website.

Other Information Regarding your Retirement

Supplemental Benefits

If you were in VCERA membership before January 1, 2006, you will also automatically receive a \$108.44 per month vested benefit and a \$27.50 per month non-vested benefit in addition to the base retirement benefit. If in VCERA membership on or after January 1, 2006, you must have 5 years of qualifying VCERA service (vested) to receive supplemental benefits. These benefits are not eligible for any cost-of-living adjustments (COLAs). They will continue in full to an eligible surviving spouse.

Post-Retirement County Employment

As a retiree you are permitted, in most cases, to work for the County of Ventura for the greater of 120 days or 960 hours each fiscal year without having an impact on your monthly benefit. Under certain circumstances, and with Board of Retirement approval, you may return to employment in a full time position and re-enter active membership in VCERA. After being retired from the County of Ventura for six months (180 days), you may be permitted to work for the County of Ventura as extra-help for the greater of 120 days or 960 hours each fiscal year (July 1- June 30), in accordance with Government Code section 7522.56. This employment will not impact your monthly retirement benefit.

If you choose to become reinstated to active service with the County of Ventura in the future, please be aware that you must first petition the Board of Retirement **before** the hiring process occurs. You are not permitted to receive retirement benefits while in active service. Please contact VCERA for assistance with this process.

Change of Address

Please notify us promptly of any change of address. Your retirement check or direct deposit may be stopped if communications from VCERA are returned due to an incorrect address. If you move out of state you may also wish to discontinue having state taxes withheld. Change of Address and Tax Withholding forms are available on the VCERA website.

Change of Name or Marital Status

Please notify us promptly of any name or marital status changes. If you have a change in marital status you may also want to complete a new Beneficiary Designation form and Tax Withholding form. A new spouse may be eligible for benefits as a surviving spouse, if certain conditions are met. Please submit a copy of the legal document changing your name/marital status along with the form.

Medical Insurance Coverage

You may be eligible for retiree health insurance through the county or your bargaining unit. Please contact:

- Ventura County Human Resources (805) 662-6791
- Ventura County Deputy Sheriff's Association (805) 639-9218
- Ventura County Firefighter's Association (805) 484-8844

Deferred Compensation

For information on your Ventura County 401(k) and 457 plans, you may contact Fidelity directly at (800) 343-0860 or Deferred Compensation/Human Resources Department at (805) 654-2620 or by email at deferred.compensation@ventura.org.

CalPERS Long Term Care Insurance

VCERA retirees are eligible to participate in the Long Term Care program sponsored by the California Public Employees' Retirement System. If you enroll, you can have the monthly premiums deducted from your VCERA retirement benefit. Please contact CalPERS at (800) 982-1775 for more information.

REAVC

The Retired Employees Association of Ventura County (REAVC) is an organization comprised of retirees from the County of Ventura. A membership card is enclosed in your packet.