



Correctional
RETIREMENT PLAN



Your foundation for retirement.



About MSRS

The Legislature established the Minnesota State Retirement System (MSRS) in 1929 to provide retirement benefits for state employees.

MSRS administers multiple retirement plans that provide retirement, survivor and disability benefit coverage for Minnesota state employees, the Metropolitan Council, and many non-faculty employees at the University of Minnesota and the Minnesota State university system.

MSRS covers over 56,000 active employees and currently pays monthly benefits to over 44,000 retirees and survivors. We also administer the Minnesota Deferred Compensation Plan (MNDCP) and the Health Care Savings Plan (HCSP).

This handbook is a general summary of the benefit provisions of the retirement plan. The benefits described apply to active members of the plan at the date this handbook was issued. Unless otherwise stated, if there is any difference between the information this handbook and the law or policies that govern MSRS, the law and policies will prevail. Plan provisions may be subject to law changes.

This communication was created by MSRS. Neither Great-West Life & Annuity Insurance Company nor any of its subsidiaries have reviewed or approved these materials or are responsible for the materials or for providing updated information with respect to the materials.

Our Mission

We empower Minnesota public employees to build a strong foundation for retirement.

How We Work

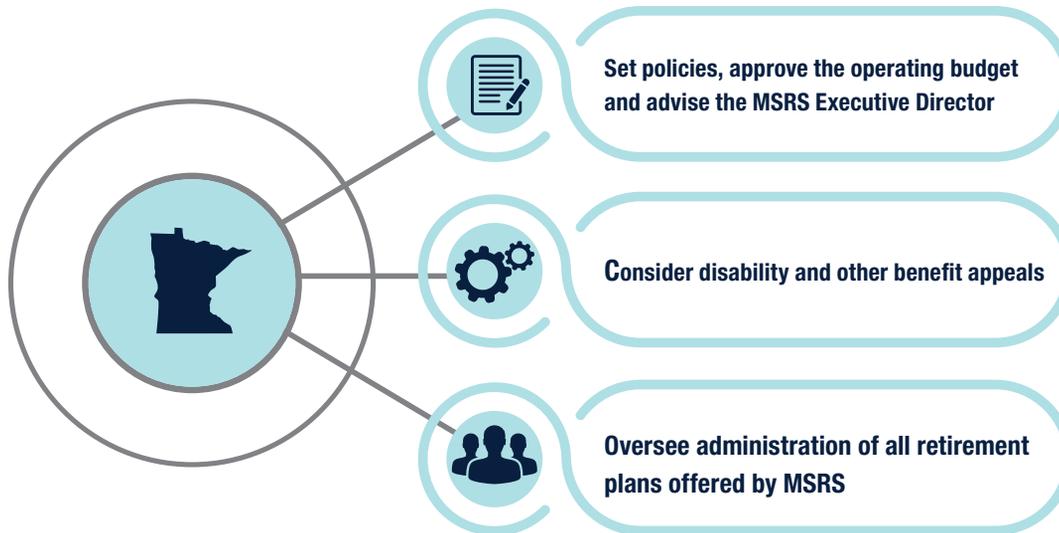
MSRS is governed by an eleven-member Board of Directors. The distribution of membership is:

- 3 Governor appointees
- 4 members elected by the General and Unclassified Plan
- 1 member elected by the Correctional Plan
- 1 member elected by the State Patrol Plan
- 1 member elected by retirees
- 1 member representing the Metropolitan Council Transit Operations

The MSRS Board has a fiduciary responsibility to act in the exclusive interest of the members and beneficiaries of all MSRS plans, the taxpayers and the State of Minnesota.

While MSRS is ultimately governed by the laws and statutes, the MSRS Board is responsible for setting policies, hearing disability and benefit appeals, and overseeing the administration of all MSRS plans, including the Health Care Savings Plan (HCSP) and the Minnesota Deferred Compensation Plan (MNDCCP). MSRS Board members do not receive a salary for serving in this capacity.

The State Board of Investment (SBI) is responsible for selecting the investments for the pension plan assets. They continually evaluate the performance of the investment managers.



Other Plans Administered by MSRS



The Minnesota Deferred Compensation Plan (MNDCP) is a voluntary savings plan intended for long-term investing for retirement. MNDCP is a smart and easy way to supplement retirement income from your Minnesota public pension and Social Security benefits.

MNDCP offers planning tools and investment options that may help you take positive steps toward achieving your desired retirement lifestyle.



The Health Care Savings Plan (HCSP) is an employer-sponsored program that allows employees to save money tax-free to use after they terminate employment to reimburse eligible health care expenses.

Employees can choose among investment options offered by the plan. Assets in the account accumulate tax-free, and since reimbursements are used for eligible health care expenses, they remain tax-free.

Questions?



Contact the MSRS Service Center:
1.800.657.5757 or 651.296.2761



Go online:
www.msrs.state.mn.us



Email us:
info@msrs.us



Make an appointment to speak with a retirement representative at one of our offices.

Locations

St. Paul - Main Office

60 Empire Drive, Suite 300
St. Paul, MN 55103
Monday – Friday
8 a.m. - 4:30 p.m.

Additional Offices

Addresses and hours of operation available online.

- Duluth
- Mankato
- St. Cloud
- Detroit Lakes

Privacy

MSRS staff follows policies and procedures to ensure the confidentiality of your personal information. We will not release any private information unless we have written authorization from you to do so. When you contact us with questions regarding your account, you will be asked to verify your information in order to safeguard your privacy.

MSRS Account ID

MSRS assigns each plan member a 10-digit account ID to help us quickly identify you.

- MSRS will use your account ID on all correspondence (except tax documents) instead of your Social Security number. We are required to include your Social Security number on any tax-related forms used to complete your income tax return (such as a 1099-R).
- We encourage you to use your account ID when you call or write to MSRS but we do not require that you do so. We can identify you in our system by account ID or Social Security number.
- Your account ID is only available on correspondence from MSRS. We will not give this account ID out over the telephone.
- Unlike a password or PIN, your account ID cannot be changed.
- Your account ID should only be used in conjunction with MSRS - related correspondence.

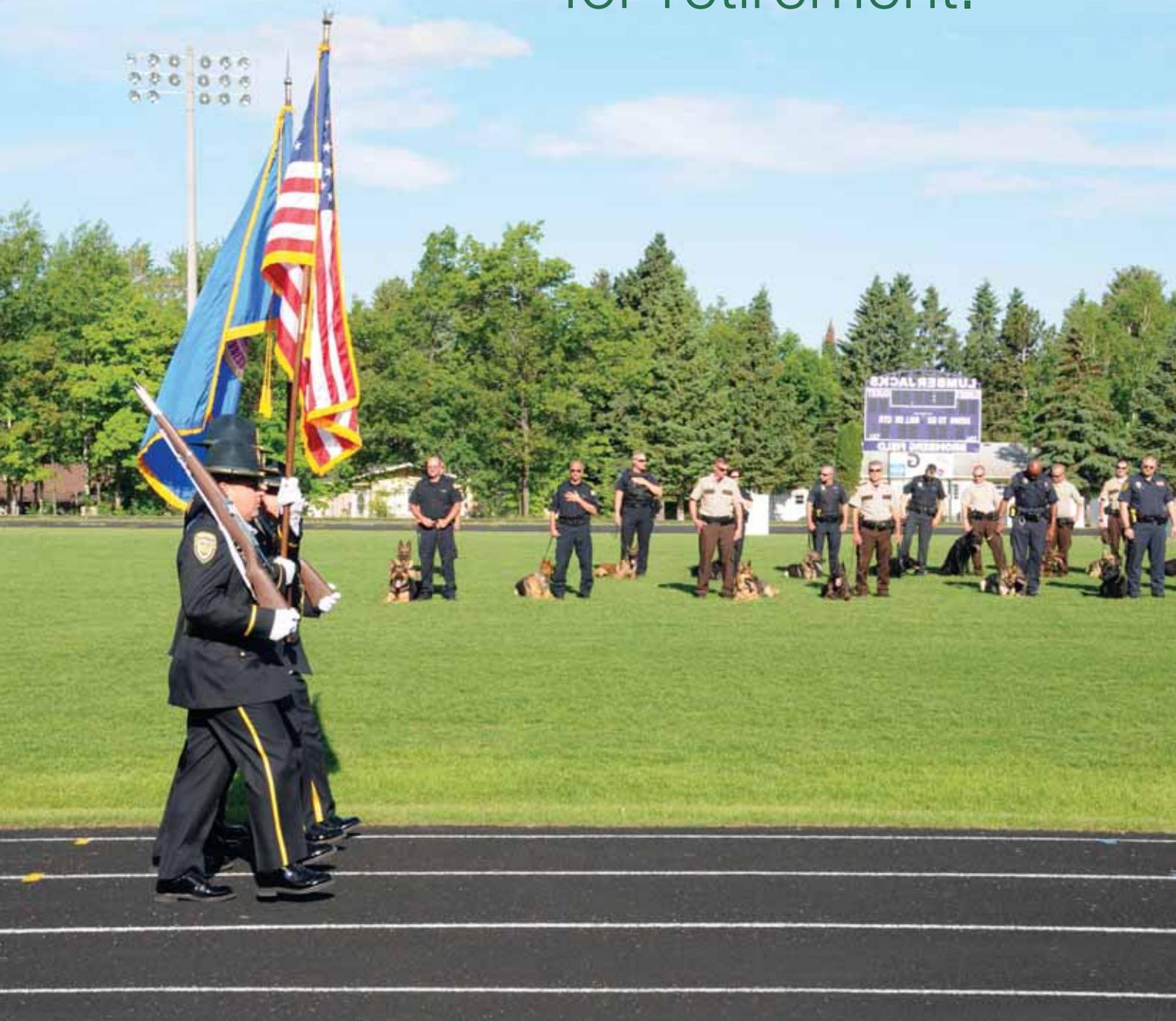


Correctional Employees Retirement Plan

The Correctional Employees Retirement Plan is administered by the Minnesota State Retirement System (MSRS). This plan provides retirement, survivor and disability coverage for eligible employees. You can access your benefit information on the MSRS website, your benefit statements or by contacting one of our retirement counselors. You will also receive newsletters and have opportunities to attend educational retirement seminars.

The Correctional Plan is a defined benefit pension plan that rewards longevity to public service. Employees who become vested are eligible for a lifetime retirement benefit when they reach the retirement age for the plan. Employees and the employer contribute a percentage of salary. At retirement, the lifetime benefit is calculated using a formula defined in Minnesota law. This type of benefit is valuable because the retiree cannot outlive retirement savings.

Your foundation
for retirement.



How Your Retirement Plan Works

As a Correctional Plan member, you contribute 9.6% of salary. The employer contributes 14.4%. Your employer also contributes a supplemental contribution to ensure the Correctional Plan is sustainable into the future.

You are eligible for monthly benefits, or what we call vested, after five years of service. Correctional Plan members have a graded vesting schedule. The percentage of vesting is 50% at year 5 and gradually increases to 100% at year 10, at which time you are fully vested. Vested members are eligible to collect a full retirement benefit at age 55 or older. Most employees can begin collecting a reduced monthly benefit at age 50 or later.

Your retirement benefit can add up to a substantial amount of money. After you retire, you may receive post-retirement increases over your lifetime. Survivor benefits are also eligible for increases.

Benefits Add Up

Take a look at the big picture. What is the value of your retirement benefit? This example provides an estimate of a retirement benefit earned after 25 years of service. The assumptions are made for illustrative purposes.

Assumptions	
Age at retirement:	55
Allowable service:	25 years
Final high-five annual salary:	\$42,353
Annual post-retirement increase:	1.5%
Benefit payment option:	Single-Life
Length of retirement	25 years (to age 80)

Calculations
$25 \text{ years} \times 2.2\% = 55\%$
$\$3,529 \text{ (your average high-five monthly salary)} \times 55\% =$
\$1,940 per month retirement benefit

The Value of Your Benefit

Your retirement benefit can add up to a substantial amount of money. MSRS may also provide disability coverage for you and survivor benefits for your family.

After you retire, you may receive post-retirement increases over your lifetime. Survivor benefits are also eligible for increases.

Total benefits received from age 55 to age 80 equal \$733,645.

If you live beyond age 80, the value of your benefit will be even greater.

* FOR ILLUSTRATIVE PURPOSES ONLY. Intended to illustrate the effects of a 1.5% annual post-retirement increase. Assumes beginning monthly single-life benefit of \$1,940 and retirement at age 55. Annual increase is defined in Minnesota Statute and may be subject to change.

Age	Monthly Benefit	Annual Benefit
55	\$1,940	\$23,280
56	1,969	23,629
57	1,999	23,984
58	2,029	24,343
59	2,059	24,709
60	2,090	25,079
61	2,121	25,455
62	2,153	25,837
63	2,185	26,225
64	2,218	26,618
65	2,251	27,017
66	2,285	27,423
67	2,319	27,834
68	2,354	28,252
69	2,390	28,675
70	2,425	29,105
71	2,462	29,542
72	2,499	29,985
73	2,536	30,435
74	2,574	30,891
75	2,613	31,355
76	2,652	31,825
77	2,692	32,302
78	2,732	32,787
79	2,773	33,279
80	2,815	33,778
		\$733,645*



Calculating Your Retirement Benefit

Hired On or AFTER July 1, 2010

Calculating your retirement benefit is a simple formula defined in Minnesota law. The calculation is more specific to your circumstances if you choose to retire early or provide survivor coverage after retirement. Let's walk through the base calculation.

**ALLOWABLE
SERVICE CREDIT**

X

**BENEFIT
MULTIPLIER**

X

**HIGH FIVE
SALARY**

=

**MONTHLY
BENEFIT**

1 | Allowable Service Credit

Service credit, or allowable service, is the credit you earn each month retirement deductions are withheld from your salary. We use the amount of service credit you have in a formula to determine your retirement benefit.

One of the advantages of your continued employment is to increase the value of your retirement benefit for each additional year and month of service. The more service you have and the higher your annual pay, the higher your monthly retirement benefit. A number of factors may impact your length of service, such as part-time employment, a leave of absence, or working for another governmental unit.

2 | Benefit Multiplier

The next component used to calculate your monthly retirement benefit is the benefit multiplier. Correctional Plan members receive 2.2% per year of service. We take your years and months of service and convert these to a percentage through a retirement formula.

3 | High-Five Salary

The third part of the calculation used to determine your retirement benefit is your highest five consecutive years of gross salary. For most employees, the high-five salary is the last five years of employment. This is not always the case for everyone. For example, you may decide to work fewer hours when you get closer to retirement, or maybe you had several years where you earned overtime, which will generate a higher average monthly salary.

DIVORCE & YOUR RETIREMENT BENEFIT

Contact MSRS for information on how divorce may affect your retirement benefit. We can provide sample language for use in a divorce decree.



The High-Five Average Salary Calculation in Detail

Your employer reports your salary along with your retirement deductions to MSRS each pay period. This allows us to calculate your high-five average salary.

When calculating your average salary, we use the highest five years rather than a calendar or fiscal year salary. For example, your high-five average salary could start on March 1 and run through February. The five years must be 60-consecutive months.

There are no retirement deductions on unused sick or vacation leave paid in a lump sum after you end employment. These unused hours are not included in your high-five average salary. Sick and vacation leave that you use before ending employment are included in your high-five average salary.

REMEMBER

Contributions to a deferred compensation plan, Social Security or health care premiums do not decrease your high-five salary.

Sample High-Five Calculation

Assumptions	
Year	Earnings
1	\$38,640
2	41,625
3	42,500
4	44,000
5	45,000
Total	\$211,765

Calculations
\$ 211,765 total high-five salary ÷ 60 months (5 years)
\$ 3,529 average monthly salary



Minnesota Correctional Facility – Red Wing

When You are Eligible for Retirement

You are eligible for monthly benefits, or what we call vested, after five years of service.

If you were hired after June 30, 2010, you are eligible for graded vesting. The percentage of vesting increases each year you are employed. Once you reach 10 years, you are fully vested.

Years Employed	Vested Amount
5	50%
6	60
7	70
8	80
9	90
10	100

Vested employees can start collecting full retirement benefits at age 55 or older. This is called an **unreduced benefit** because you receive your full retirement amount on a monthly basis.

If you retire before full retirement age, your monthly benefit is reduced because you collect a benefit for a longer period of time. This is called a **reduced benefit**.

Benefit Formula

Monthly benefits payable under the Correctional Plan are computed using a formula based on years of service and your high-five average salary. You receive 2.2% for each year of service.

For example, an employee with 10 years of service would receive 22% ($10 \times 2.2\% = 22\%$) of their high-five average salary if they retire at age 55. An employee with 20 years of service would receive 44% ($20 \times 2.2\% = 44\%$) of their high-five average salary. And an employee with 30 years of service would receive 66% ($30 \times 2.2\% = 66\%$) of their high-five average salary.

Full Retirement Benefit

To show how we calculate your full retirement benefit, we will use the example from page 12.

Assumptions	
Age at Retirement	55
Allowable Service	25 years
Average Monthly Salary	\$3,529
Benefit Payment Option	Single-Life

Calculations if Hired AFTER July 1, 2010
$25 \text{ years} \times 2.2\% = 55\%$
$\$3,529 \text{ (your annual high-five monthly salary)}$ $\times 55\% =$
\$1,940 per month retirement benefit

Early Retirement Reduction

If you retire before the full retirement age of 55, your monthly benefit will be reduced by 5% per year. Using the example from the previous page, here is the calculation if you retired at age 53.

Calculations for Early Retirement Reduction

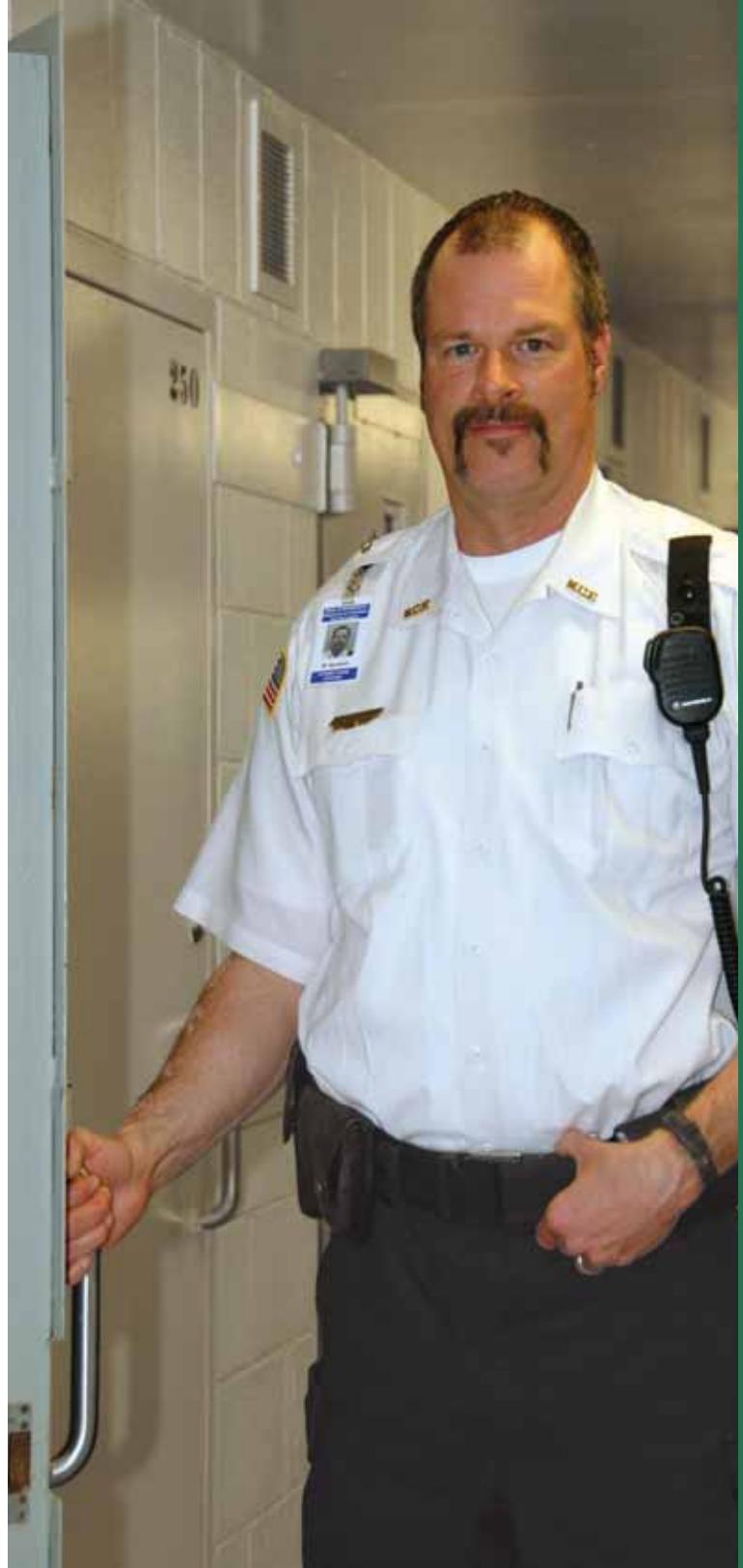
$$\begin{array}{l} \$1,940 \text{ (your monthly benefit)} \\ \times 90\% = \end{array}$$

\$1,746 per month reduced retirement benefit

Early Retirement Reduction Factor Chart

Age at Retirement	Reduction Factor*
50	75.00 %
51	80.00
52	85.00
53	90.00
54	95.00

*% of full retirement benefit



Calculating Your Retirement Benefit

Hired On or AFTER July 1, 2010

Calculation Worksheet

We can simplify the process by using the chart on the next page. In this chart, you'll see the age at retirement listed across the top. The first column on the left displays the years of service. Using the example on the previous page, we assume your retirement at age 55 with 25 years of service using 55% as part of the formula to determine your benefit.

The chart factors in the early retirement reduction if you retire early.

NOTE!

If you are **more than** five years from retirement, use your current salary as your average monthly salary.

If you are **five years or closer** to retirement, go to Step 1A to calculate your high-five salary.

1. Your Assumptions

Projected retirement age: _____

Allowable service: _____

Average monthly salary: \$ _____

1A. Your High-Five Salary

Year	Earnings
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____

Total \$ _____

÷ 60

Average monthly salary: \$ _____

2. Your Calculations

Average monthly salary: \$ _____

% Factor from chart: x _____

= Monthly Benefit: \$ _____

Early Retirement Reduction

The chart below shows the service credit percent with a reduction of 5% per year for early retirement.

YEARS OF SERVICE	Age At Retirement					
	50	51	52	53	54	55 OR OLDER
5	4.13%	4.40%	4.68%	4.95%	5.23%	5.50%
6	5.94	6.34	6.73	7.13	7.52	7.92
7	8.09	8.62	9.16	9.70	10.24	10.78
8	10.56	11.26	11.97	12.67	13.38	14.08
9	13.37	14.26	15.15	16.04	16.93	17.82
10	16.50	17.60	18.70	19.80	20.90	22.00
11	18.15	19.36	20.57	21.78	22.99	24.20
12	19.80	21.12	22.44	23.76	25.08	26.40
13	21.45	22.88	24.31	25.74	27.17	28.60
14	23.10	24.64	26.18	27.72	29.26	30.80
15	24.75	26.40	28.05	29.70	31.35	33.00
16	26.40	28.16	29.92	31.68	33.44	35.20
17	28.05	29.92	31.79	33.66	35.53	37.40
18	29.70	31.68	33.66	35.64	37.62	39.60
19	31.35	33.44	35.53	37.62	39.71	41.80
20	33.00	35.20	37.40	39.60	41.80	44.00
21	34.65	36.96	39.27	41.58	43.89	46.20
22	36.30	38.72	41.14	43.56	45.98	48.40
23	37.95	40.48	43.01	45.54	48.07	50.60
24	39.60	42.24	44.88	47.52	50.16	52.80
25	41.25	44.00	46.75	49.50	52.25	55.00
26	42.90	45.76	48.62	51.48	54.34	57.20
27	44.55	47.52	50.49	53.46	56.43	59.40
28	46.20	49.28	52.36	55.44	58.52	61.60
29	47.85	51.04	54.23	57.42	60.61	63.80
30	49.50	52.80	56.10	59.40	62.70	66.00



PURCHASING LEAVE

You can make payment after one year, but the cost is based on an actuarial method, which is more expensive.



Other Service Credit

You earn credit each month for retirement deductions are withheld from your salary. Service credit is important because we use it in the formula to determine your monthly retirement benefit. The more service you have and the higher your annual pay, the higher your monthly retirement benefit.

Service Credit During Leave of Absence

You can take a leave of absence for various reasons, such as education, illness or pregnancy. If you take a leave, you may not earn service credit because you did not earn salary from which deductions were taken. Once you return to work after a leave, you can make a payment to receive service credit for the leave.

You have one year from the date you return to work to purchase your service credit. The payment amount is the total of the employee and employer contributions that would have been paid if you did not go on leave, plus interest as stated in statute.

- The maximum leave period that can be purchased, with the exception of military leave, is one year.
- You may choose to make a payment using tax-sheltered money from an IRA, your MNDCP or other qualified retirement plans.
- Your employer has the choice to pay the employer portion.

Service Credit for Military Service

Military Service During State Employment

If you leave state service to serve in the military and return to state employment within 90 days of discharge, you may purchase your service credit for that time. There is a limited period of time to purchase this service credit, so it is important to contact us as soon as you return from military service.

To receive service credit for military leave, you may pay into the retirement fund the retirement salary deductions you would have contributed had you been employed by the state during your time of military service. Your employer will pay the employer share of the retirement contributions plus interest. You must make a payment within a time period that equals three times the length of the leave up to five years. For example, if your leave was for one year, you must make payments for this time within three years or before you end employment, whichever is earlier.

Military service prior to state employment

You cannot purchase service for military service before working for the state.



Combined Service Annuity

Combined Service Between Plans With Different Retirement Ages

Combined Service works well with plans that have similar benefit and retirement age requirements, but not quite as well if you have plans with different retirement age requirements.

If you have service with the MSRS Correctional Plan and the General Employees Retirement Plan, you are retiring under retirement plans that have very different benefit structures.

The Correctional Plan allows full retirement at age 55, while the age of full retirement for most public employees is age 66 or the Rule of 90. The early retirement provisions of each plan apply to the service attributable to the plan.

When calculating the benefit under Combined Service, the benefit from the General Plan will be subject to an early retirement penalty unless you qualify for the Rule of 90, while the benefit from the Correctional Plan may not be reduced.

Reinstating Service with Another Public Retirement Plan

Many state employees who had service with another Minnesota public retirement plan forfeited that service by taking a refund of the contributions. If you currently work for a Minnesota public employer, you may be able to reinstate this time by repaying the refund to the other public retirement plan. By repaying the refund, your service is reinstated and the other fund will use that service to calculate their benefit. To repay a refund, contact the plan from which you received the refund.

Leaving State Employment

Refunding Your Contributions

If you end employment with the state, you can request a refund of your retirement contributions. To apply for a refund, contact MSRS. The refund includes your deductions plus interest. The interest you receive is compounded daily. The refund does not include your employer's contributions to your retirement account.

If you take a refund of your retirement deductions, you forfeit all of your service credit and right to a monthly retirement benefit with the plan.

There are also tax implications when you take a refund of your retirement contributions. You will receive detailed tax information with your refund application. Please review this information carefully.



Minnesota Correctional Facility – Moose Lake

Hired BEFORE July 1, 2010

The Correctional Employees Retirement Plan is administered by the Minnesota State Retirement System (MSRS). This plan provides retirement, survivor and disability coverage for eligible employees. You can access your benefit information on the MSRS website, your benefit statements or by contacting one of our retirement counselors. You will also receive newsletters and have opportunities to attend educational retirement seminars.

The Correctional Plan is a defined benefit pension plan that rewards longevity to public service. Employees who become vested are eligible for a lifetime retirement benefit when they reach the retirement age for the plan. Employees and the employer contribute a percentage of salary. At retirement, the lifetime benefit is calculated using a formula defined in Minnesota law. This type of benefit is valuable because the retiree cannot outlive retirement savings.



How Your Plan Works

As a Correctional Plan member, you contribute 9.6% of your gross salary. The employer contributes 14.4%. Your employer also contributes a supplemental contribution to ensure the Correctional Plan is sustainable into the future.

You are eligible for monthly benefits, or what we call vested, after three years of service. Vested members are eligible to collect a full retirement benefit at age 55 or older. Most employees can begin collecting a reduced monthly benefit at age 50 or later.

The Value of Your Benefit

Your retirement benefit can add up to a substantial amount of money. MSRS may also provide disability coverage for you and survivor benefits for your family.

After you retire, you may receive post-retirement increases over your lifetime. Survivor benefits are also eligible for increases.

Total benefits received from age 55 to age 80 equal \$800,581.

If you live beyond age 80, the value of your benefit will be even greater.

* FOR ILLUSTRATIVE PURPOSES ONLY. Intended to illustrate the effects of a 1.5% annual post-retirement increase. Assumes beginning monthly single-life benefit of \$2,117 and retirement at age 55. Annual increase is defined in Minnesota Statute and may be subject to change.

Age	Monthly Benefit	Annual Benefit
55	\$2,117	\$25,404
56	2,149	25,785
57	2,181	26,172
58	2,214	26,564
59	2,247	26,963
60	2,281	27,367
61	2,315	27,778
62	2,350	28,195
63	2,385	28,617
64	2,421	29,047
65	2,457	29,482
66	2,494	29,925
67	2,531	30,373
68	2,569	30,829
69	2,608	31,292
70	2,647	31,761
71	2,686	32,237
72	2,727	32,721
73	2,768	33,212
74	2,809	33,710
75	2,851	34,216
76	2,894	34,729
77	2,937	35,250
78	2,982	35,778
79	3,026	36,315
80	3,072	36,860
		\$800,581*

Calculating Your Retirement Benefit

Calculating your retirement benefit is a simple formula defined in Minnesota law. The calculation is more specific to your circumstances if you choose to retire early or provide survivor coverage after retirement. Let's walk through the base calculation if you were hired before **July 1, 2010**.



1 | Allowable Service Credit

Service credit, or allowable service, is the credit you earn each month retirement deductions are withheld from your salary. We use the amount of service credit you have in a formula to determine your retirement benefit.

One of the advantages of your continued employment is to increase the value of your retirement benefit for each additional year and month of service. The more service you have and the higher your annual pay, the higher your monthly retirement benefit. A number of factors may impact your length of service, such as part-time employment, a leave of absence or working for another governmental unit.

2 | Benefit Multiplier

The next component used to calculate your monthly retirement benefit is the benefit multiplier. Correctional Plan members receive 2.4% per year of service. We take your years and months of service and convert these to a percentage through a retirement formula.

3 | High-Five Salary

The third part of the calculation used to determine your retirement benefit is your highest five consecutive years of gross salary. For most employees, the high-five salary is the last five years of employment. This is not always the case for everyone. For example, you may decide to work fewer hours when you get closer to retirement, or maybe you had several years where you earned overtime, which will generate a higher average monthly salary.

DIVORCE & YOUR RETIREMENT BENEFIT

Contact MSRS for information on how divorce may affect your retirement benefit. We can provide sample language for use in a divorce decree.

High-Five Average Salary Calculation

Your employer reports your salary along with your retirement deductions to MSRS. This allows us to calculate your high-five average salary.

To calculate your average salary, we use the highest five years rather than a calendar or fiscal year salary. For example, your high-five average salary could start on March 1 and run through February. The five years must be 60-consecutive months.

There are no retirement deductions on unused sick or vacation leave paid in a lump sum after you end employment. These unused hours are not included in your high-five average salary. Sick and vacation leave that you use before ending employment are included in your high-five average salary.

Sample High-Five Calculation

Assumptions	
Year	Earnings
1	\$38,640
2	41,625
3	42,500
4	44,000
5	45,000
Total	\$211,765

Calculations
\$211,765 total average annual salary ÷ 60% months (5 years)
\$3,529 average monthly salary



When You are Eligible for Retirement

You are eligible for monthly benefits, or what we call vested, after three years of service. You can start collecting full retirement benefits when you are age 55. Most employees can begin collecting reduced monthly benefits at age 50 or later.

Vested employees can start collecting full retirement benefits at age 55 or older. This is called an **unreduced benefit** because you receive your full retirement amount on a monthly basis.

If you retire before full retirement age, your monthly benefit is reduced because you collect a benefit for a longer period of time. This is called a **reduced benefit**.

REMEMBER

Contributions to a deferred compensation plan, Social Security or health care premiums do not decrease your high-five salary.

Retirement Benefit Formula

Monthly benefits payable under the Correctional Plan are computed using a formula based on years of service and your high-five average salary. You receive 2.4% for each year of service.

For example, an employee with 10 years of service would receive 24% ($10 \times 2.4\% = 24\%$) of their high-five average salary if they retire at age 55. An employee with 20 years of service would receive 48% ($20 \times 2.4\% = 48\%$) of their high-five average salary. And an employee with 30 years of service would receive 72% ($30 \times 2.4\% = 72\%$) of their high-five average salary.

Full Retirement Benefit

To show how we calculate your full retirement benefit, we will use the example from page 25.

Assumptions	
Age at Retirement	55
Allowable Service	25 years
Average Monthly Salary	\$3,529
Benefit Payment Option	Single-Life

Calculations if Hired BEFORE July 1, 2010
$25 \text{ years} \times 2.4\% = 60\%$
$\$3,529 \text{ (your annual high-five monthly salary)}$ $\times 60\% =$
\$2,117 per month retirement benefit

Early Retirement Reduction

If you retire before the full retirement age of 55, your monthly benefit will be reduced by 5% per year. Using the example from the previous page, here is the calculation if you retired at age 53.

Calculations for Early Retirement Reduction
\$2,117 (your monthly benefit) x 90% =
\$1,905 per month reduced retirement benefit

Early Retirement Reduction Factor Chart

Age at Retirement	Reduction Factor*
50	75.00 %
51	80.00
52	85.00
53	90.00
54	95.00

*% of full retirement benefit



Calculating Your Retirement Benefit

Hired BEFORE July 1, 2010

Calculations Worksheet

We can simplify the process by using the chart on the next page. In this chart, you'll see the age at retirement listed across the top. The first column on the left displays the years of service. Using the example on the previous page, we assume your retirement at age 55 with 25 years of service using 60% as part of the formula to determine your benefit.

The chart factors in the early retirement reduction if you retire early.

NOTE!

If you are **more than** five years from retirement, use your current salary as your average monthly salary.

If you are **five years or closer** to retirement, go to Step 1A to calculate your high-five salary.

1. Your Assumptions

Projected retirement age: _____

Allowable service: _____

Average monthly salary: \$ _____

1A. Your High-Five Salary

Year	Earnings
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____

Total \$ _____

÷ 60

Average monthly salary: \$ _____

2. Your Calculations

Average monthly salary: \$ _____

% Factor from chart: **x** _____

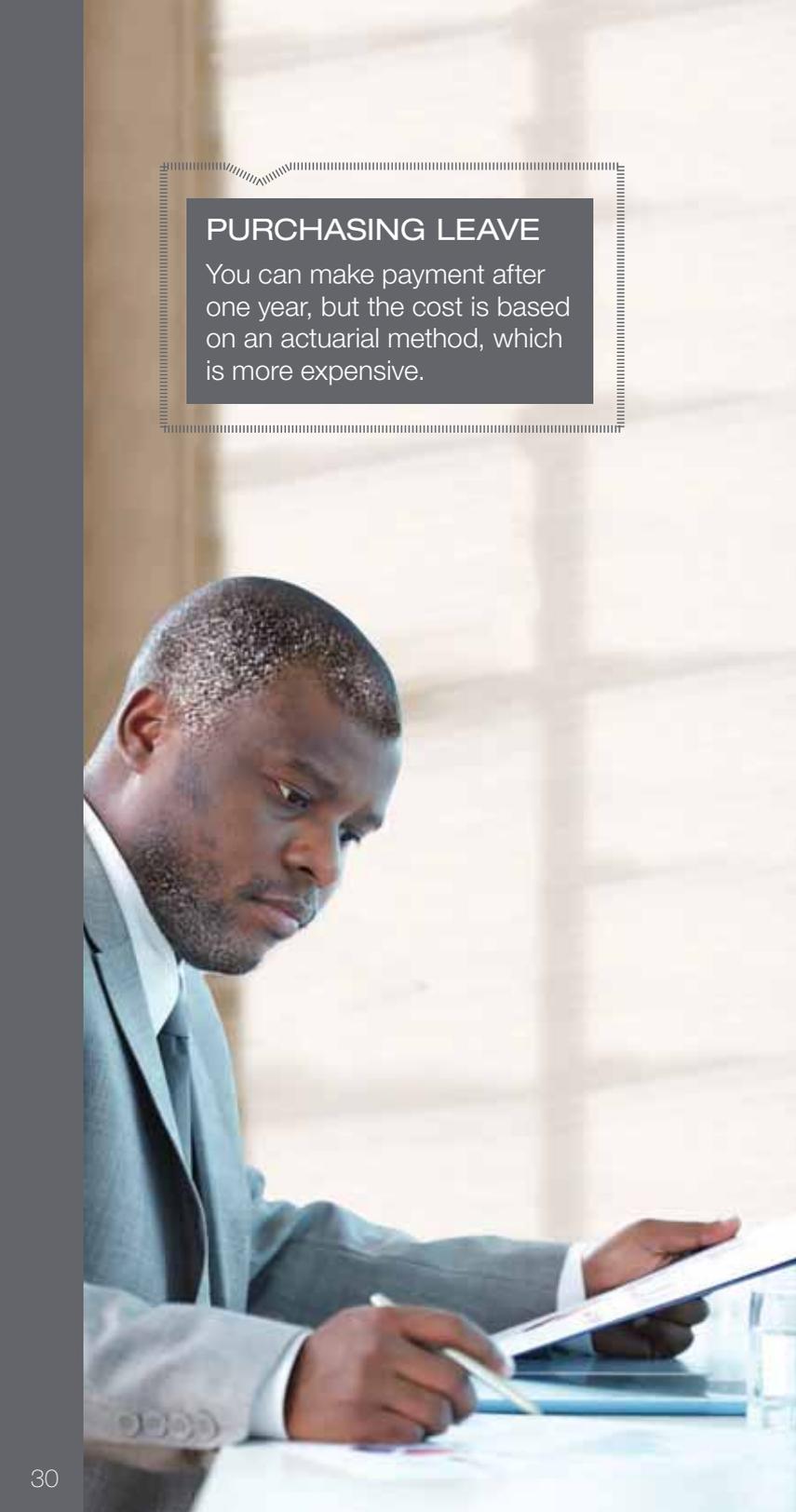
= Monthly Benefit: \$ _____

Early Retirement Reduction

The chart below shows the service credit percent with a reduction of 5% per year for early retirement.

SERVICE YEARS	Age At Retirement					
	50	51	52	53	54	55 OR OLDER
3	5.40%	5.76%	6.12%	6.48%	6.84%	7.20%
4	7.20	7.68	8.16	8.64	9.12	9.60
5	9.00	9.60	10.20	10.80	11.40	12.00
6	10.80	11.52	12.24	12.96	13.68	14.40
7	12.60	13.44	14.28	15.12	15.96	16.80
8	14.40	15.36	16.32	17.28	18.24	19.20
9	16.20	17.28	18.36	19.44	20.52	21.60
10	18.00	19.20	20.40	21.60	22.80	24.00
11	19.80	21.12	22.44	23.76	25.08	26.40
12	21.60	23.04	24.48	25.92	27.36	28.80
13	23.40	24.96	26.52	28.08	29.64	31.20
14	25.20	26.88	28.56	30.24	31.92	33.60
15	27.00	28.80	30.60	32.40	34.20	36.00
16	28.80	30.72	32.64	34.56	36.48	38.40
17	30.60	32.64	34.68	36.72	38.76	40.80
18	32.40	34.56	36.72	38.88	41.04	43.20
19	34.20	36.48	38.76	41.04	43.32	45.60
20	36.00	38.40	40.80	43.20	45.60	48.00
21	37.80	40.32	42.84	45.36	47.88	50.40
22	39.60	42.24	44.88	47.52	50.16	52.80
23	41.40	44.16	46.92	49.68	52.44	55.20
24	43.20	46.08	48.96	51.84	54.72	57.60
25	45.00	48.00	51.00	54.00	57.00	60.00
26	46.80	49.92	53.04	56.16	59.28	62.40
27	48.60	51.84	55.08	58.32	61.56	64.80
28	50.40	53.76	57.12	60.48	63.84	67.20
29	52.20	55.68	59.16	62.64	66.12	69.60
30	54.00	57.60	61.20	64.80	68.40	72.00





PURCHASING LEAVE

You can make payment after one year, but the cost is based on an actuarial method, which is more expensive.

Other Service Credit

You earn credit each month for retirement deductions are withheld from your salary. Service credit is important because we use it in the formula to determine your monthly retirement benefit. The more service you have and the higher your annual pay, the higher your monthly retirement benefit.

Service Credit During Leave of Absence

You can take a leave of absence for various reasons, such as education, illness or pregnancy. If you take a leave, you may not earn service credit because you did not earn salary from which deductions were taken. Once you return to work after a leave, you can make a payment to receive service credit for the leave.

You have one year from the date you return to work to purchase your service credit. The payment amount is the total of the employee and employer contributions that would have been paid if you did not go on leave, plus interest as stated in statute.

- The maximum leave period that can be purchased, with the exception of military leave, is one year.
- You may choose to make a payment using tax-sheltered money from an IRA, your MNDCP or other qualified retirement plans.
- Your employer has the choice to pay the employer portion.

Service Credit for Military Service

Military Service During State Employment

If you leave state service to serve in the military and return to state employment within 90 days of discharge, you may purchase your service credit for that time. There is a limited period of time to purchase this service credit, so it is important to contact us as soon as you return from military service.

To receive service credit for military leave, you may pay into the retirement fund the retirement salary deductions you would have contributed had you been employed by the state during your time of military service. Your employer will pay the employer share of the retirement contributions plus interest. You must make a payment within a time period that equals three times the length of the leave up to five years. For example, if your leave was for one year, you must make payments for this time within three years or before you end employment, whichever is earlier.

Military service prior to state employment

You cannot purchase service credit for military service before working for the state.



Combined Service Annuity

Combined Service Between Plans With Different Retirement Ages

Combined Service works well with plans that have similar benefit and retirement age requirements, but not quite as well if you have plans with different retirement age requirements.

If you have service with the MSRS Correctional Plan and the General Employees Retirement Plan, you are retiring under retirement plans that have very different benefit structures.

The Correctional Plan allows full retirement at age 55, while the age of full retirement for most public employees is age 66 or the Rule of 90. The early retirement provisions of each plan apply to the service attributable to the plan.

When calculating the benefit under Combined Service, the benefit from the General Plan will be subject to an early retirement penalty unless you qualify for the Rule of 90, while the benefit from the Correctional Plan may not be reduced.

Reinstating Service with Another Public Retirement Plan

Many state employees who had service with another Minnesota public retirement plan forfeited that service by taking a refund of the contributions. If you currently work for a Minnesota public employer, you may be able to reinstate this time by repaying the refund to that public retirement plan. By repaying the refund, your service is reinstated and the other fund will use that service to calculate their benefit. To repay a refund, contact the plan from which you received the refund.

Leaving State Employment

Refunding Your Contributions

If you end employment with the state, you can request a refund of your retirement contributions. To apply for a refund, contact MSRS. The refund includes your deductions plus interest. The interest you receive is compounded daily. The refund does not include your employer's contributions to your retirement account.

If you take a refund of your retirement deductions, you forfeit all of your service credit and right to a monthly retirement benefit with the plan.

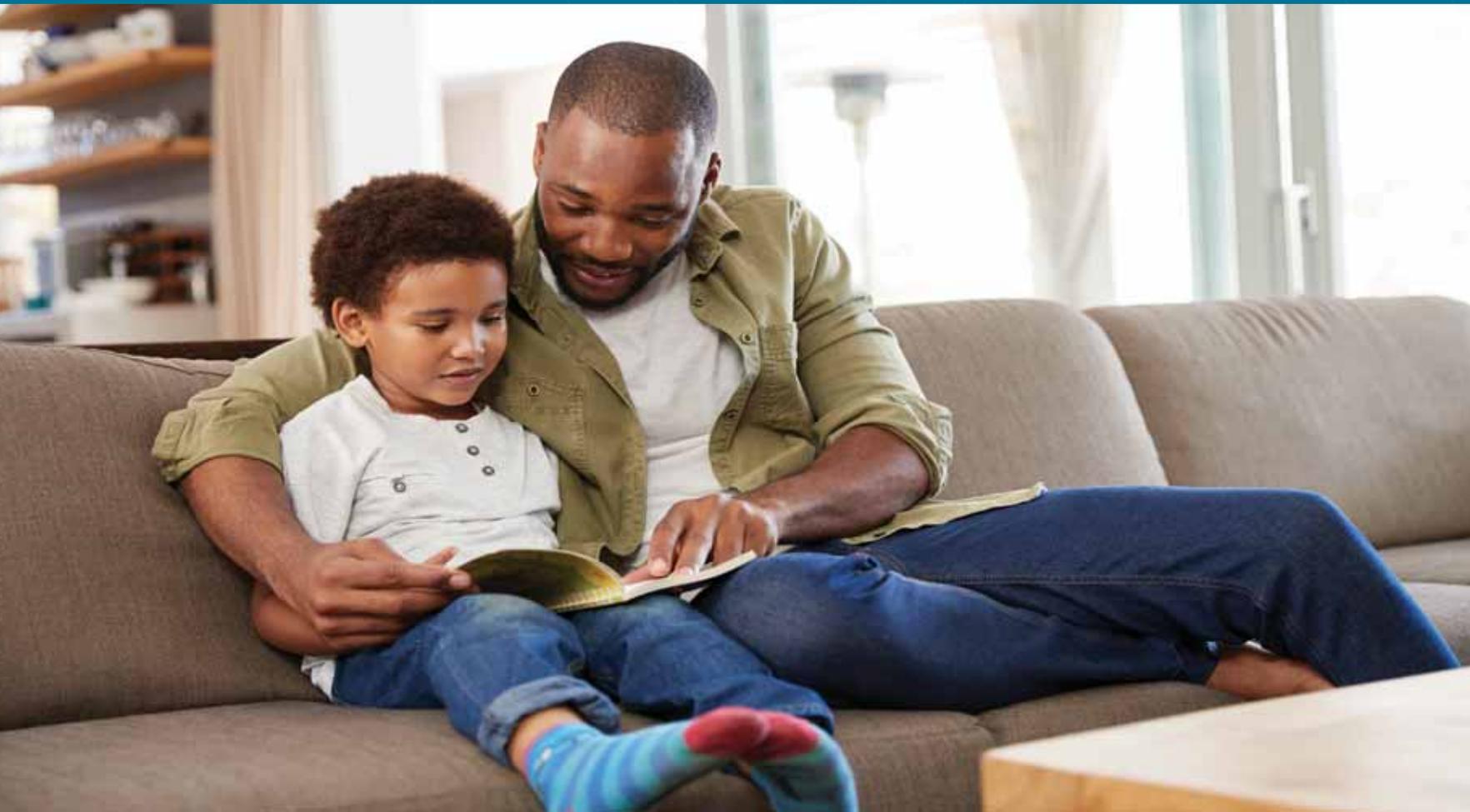
There are also tax implications when you take a refund of your retirement contributions. You will receive detailed tax information with your refund application. Please review this information carefully.



Minnesota Correctional Facility – Rush City

Benefit Choices

When you apply to receive monthly retirement or disability benefits you will have to decide whether you want to provide a monthly benefit to your survivor when you die. You can name a single or multiple survivors to receive benefits. Your choice will affect your monthly retirement benefit. This section explains the options available to help you make a decision.



Your Options

If you choose survivor coverage, you will receive a lower monthly benefit. If you are married, you must provide at least a 50% survivor option for your spouse unless your spouse waives this coverage.

You can name anyone to receive survivor benefits. If you choose a joint-and-survivor option, the reduction in your monthly benefit is based on the age difference between you and your survivor. The younger the survivor is, the greater the reduction in your monthly benefit. The age(s) of your survivor(s) may limit the survivor options available to you.

Single-Life Benefit

> Provides benefits for your lifetime only

If you do not select survivor coverage, you will receive a monthly benefit for your lifetime. When you die, the monthly benefit stops.

If you die after you retire, your beneficiary will receive any remaining employee contributions in your account.



IMPORTANT DECISION: CHOOSING SURVIVOR COVERAGE

Once payments begin, you **cannot change your choice** of survivor coverage or the person(s) you elect to cover. Contact MSRS with any questions you may have.

Benefit Choices

100% Joint-and-Survivor Benefit

> Provides maximum survivor coverage

If you select the 100% Joint-and-Survivor option, you will receive a monthly benefit for your lifetime. When you die, your named survivor will continue to receive the same amount you were receiving payable for their lifetime. This option provides maximum survivor coverage, but results in lower monthly payments during your lifetime.

If your named survivor dies before you, your monthly benefit will increase or “bounce back” to the single-life benefit amount after notifying MSRS of the survivor’s death.

Benefit amount per \$100 of Single-Life benefit								
EMPLOYEE'S RETIREMENT AGE	SURVIVOR'S AGE							
	54	55	56	57	58	59	60	61
55	90.75	91.09	91.43	91.77	92.11	92.45	92.79	93.12
56	90.03	90.39	90.75	91.11	91.47	91.83	92.18	92.54
57	89.25	89.63	90.01	90.39	90.77	91.15	91.53	91.91
58	88.42	88.82	89.21	89.61	90.02	90.42	90.82	91.23
59	87.54	87.95	88.36	88.78	89.21	89.63	90.06	90.49
60	86.60	87.02	87.45	87.89	88.34	88.79	89.23	89.69
61	85.60	86.04	86.49	86.95	87.41	87.88	88.36	88.83
62	84.54	84.99	85.46	85.94	86.42	86.91	87.41	87.91

75% Joint-and-Survivor Benefit

> Provides some survivor coverage

If you select the 75% Joint-and-Survivor benefit, you will receive monthly payments for your lifetime. When you die, your named survivor will receive 75% of the amount you were receiving. This survivor benefit is payable for the lifetime of your named survivor.

If your named survivor dies before you, your monthly benefit will increase or “bounce back” to the single-life benefit amount after notifying MSRS of the survivor’s death.

Benefit amount per \$100 of Single-Life benefit								
EMPLOYEE'S RETIREMENT AGE	SURVIVOR'S AGE							
	54	55	56	57	58	59	60	61
55	92.90	93.17	93.43	93.70	93.97	94.23	94.49	94.75
56	92.33	92.61	92.90	93.18	93.46	93.74	94.02	94.30
57	91.72	92.01	92.31	92.61	92.91	93.21	93.51	93.81
58	91.06	91.37	91.69	92.00	92.32	92.64	92.96	93.27
59	90.35	90.68	91.01	91.34	91.68	92.02	92.36	92.69
60	89.60	89.94	90.29	90.64	90.99	91.35	91.70	92.06
61	88.80	89.15	89.51	89.88	90.25	90.63	91.00	91.38
62	87.94	88.31	88.68	89.07	89.46	89.85	90.25	90.65

50% Joint-and-Survivor Benefit

> Provides some survivor coverage

If you select the 50% Joint-and-Survivor benefit, you will receive monthly payments for your lifetime. When you die, your named survivor will receive 50% of the amount you were receiving payable for their lifetime.

If your named survivor dies before you, your monthly benefit will increase or “bounce back” to the single-life benefit amount the first of the month after notifying MSRS of the survivor’s death.

Benefit amount per \$100 of Single-Life benefit								
EMPLOYEE'S RETIREMENT AGE	SURVIVOR'S AGE							
	54	55	56	57	58	59	60	61
55	95.15	95.34	95.52	95.71	95.89	96.08	96.26	96.44
56	94.75	94.95	95.15	95.35	95.54	95.74	95.93	96.13
57	94.32	94.53	94.74	94.95	95.16	95.37	95.58	95.78
58	93.86	94.08	94.30	94.52	94.75	94.97	95.19	95.41
59	93.36	93.59	93.82	94.06	94.30	94.53	94.77	95.01
60	92.82	93.06	93.31	93.56	93.81	94.06	94.31	94.56
61	92.24	92.49	92.75	93.02	93.28	93.55	93.82	94.09
62	91.62	91.89	92.16	92.44	92.72	93.00	93.28	93.57

Life Income 15-Year Certain

> Provides you a lifetime monthly benefit

This option is most commonly used by someone who wants to preserve assets for their children and does not have a spouse. You may name more than one survivor. If you die before collecting monthly benefits for 15 years, your survivor(s) will receive monthly payments for the remainder of the 15-year term.

If you live longer than 15 years, your monthly benefit continues for your lifetime. When you die, your survivor will receive no benefit.

If both you and your survivor die before the 15-year period ends, the balance is paid to your estate.

Remember, by selecting this option, your monthly benefit amount is permanently reduced and there is no bounce back like the joint-and-survivor options.

Benefit Amount per \$100 of Single-Life Benefit	
Employee's Retirement Age	Percentage of Single Life Amount
55	97.55
56	97.33
57	97.09
58	96.81
59	96.51
60	96.18
61	95.81
62	95.40



Accelerated Benefit Option

You can choose an accelerated payment, which temporarily increases your monthly benefit until age 62 or 65. You receive the higher benefit until you reach the age you choose. Then your benefit is recomputed to a lower, permanent amount to cover the remaining years of your retirement.

AGE AT RETIREMENT	LIFE ANNUITY	ACCELERATED TO AGE		PERMANENT
		62	65	
50	100%	116.68%	111.28%	76%
51	100	118.04	112.00	77
52	100	119.63	112.80	78
53	100	121.54	113.70	79
54	100	122.67	114.00	81
55	100	125.37	115.10	82
56	100	127.20	115.43	84
57	100	129.51	115.72	86
58	100	132.67	115.93	88
59	100	137.50	116.02	90
60	100	152.29	117.89	91
61	100	184.00	117.99	93
62	100	N/A	121.25	94
63	100	N/A	127.46	95
64	100	N/A	145.41	96

Comparing Benefit Choices

Here is an example that compares your various options. This comparison chart assumes a \$2,000 Single-Life monthly pension, the retiree and survivor is age 55, and the accelerated ages of 62 and 65.

Benefit Type	Lifetime Benefit			Accelerated to Age 62			Accelerated at Age 65			Permanent at Age 62 or 65 After Acceleration		
	Your Benefit	Survivor Benefit	Bounce Back	Your Benefit	Survivor Benefit	Bounce Back	Your Benefit	Survivor Benefit	Bounce Back	Your Benefit	Survivor Benefit	Bounce Back
Single Life Option												
	\$2,000	N/A		\$2,507	N/A		\$2,302	N/A		\$1,640	N/A	
Joint-and-Survivor Option												
100%	\$1,821	\$1,821	\$2,000	\$2,347	\$2,347	\$2,507	\$2,141	\$2,141	\$2,302	\$1,493	\$1,493	\$1,640
75%	\$1,863	\$1,397	\$2,000	\$2,384	\$1,788	\$2,507	\$2,178	\$1,633	\$2,302	\$1,527	\$1,145	\$1,640
50%	\$1,906	\$953	\$2,000	\$2,423	\$1,211	\$2,507	\$2,218	\$1,109	\$2,302	\$1,563	\$781	\$1,640
Life Income - 15-Year Certain Option												
	\$1,951	\$1,951	Not Applicable									

Beneficiary & Survivor Benefits Before Retirement

If you die before you retire from the plan, your benefits will be distributed based on the following factors.

Surviving Spouse Coverage

When you die, your surviving spouse is eligible for a lifetime benefit if you were working and are vested. Your spouse has one of three choices:

- Monthly payments for your spouse's lifetime
- Monthly payments for a period of 10, 15 or 20 years
- A lump-sum payment of the retirement deductions taken from your salary plus interest

The surviving spouse coverage is automatic regardless of who you named as your beneficiary. If you do not want this spousal coverage, you must complete the **Beneficiary Designation and Spousal Waiver** form to waive this coverage. Your spouse must sign the form to acknowledge the spousal waiver. Contact MSRS to receive more information.

Dependent Child Benefit

If you are still working, have no surviving spouse, and die, your dependent children under the age of 20 may receive a monthly benefit.

Your dependent children will receive monthly benefits until age 20, or for five years, whichever is longer. Contact MSRS for more information.

No Surviving Spouse or Child Benefits Payable

If you die and no monthly survivor benefits are payable, your beneficiary receives a refund of the accumulated deductions plus interest, compounded annually. If you have no beneficiary, your refund goes to your estate.

To receive a Beneficiary Designation Form:



Contact an MSRS representative at **651.296.2761** or **1.800.657.5757**



Available online at **www.msrs.state.mn.us**



Minnesota Correctional Facility – Skakopee

Retirement Checklist & Timetable

It's never too early to start planning for retirement. Dream! What does your perfect retirement look like? Does it include starting your own business or volunteering for your favorite cause? Advanced planning can help you achieve your personal financial goals. Planning will allow you to have a more realistic understanding of your retirement income needs and expenses.



Retirement Checklist

Two Months Before Retirement

1. Submit your Retirement Application

You can download an application from the MSRS website or contact us to have it mailed to you. Sign the application in the presence of a notary. If you are married, the application requires your spouse's notarized signature acknowledging your benefit selection.

2. Complete a Direct Deposit form

MSRS recommends using direct deposit to have your funds electronically deposited to your financial institution. Direct deposit is the safest, fastest and most convenient way to receive your monthly benefit. Complete the form and we'll take care of the rest.

3. Apply for other Minnesota public pension benefits (if applicable)

If you are eligible for retirement benefits from another Minnesota public pension plan such as the Public Employees Retirement Association (PERA) or Teachers Retirement Association (TRA), you will need to contact that retirement plan administrator to complete additional paperwork to apply for those retirement benefits.

4. Contact your tax advisor

Determine how much, if any, federal and Minnesota state taxes should be withheld from your monthly retirement benefit.

5. Contact your human resources department

Check with your human resources department regarding your retiree insurance options.

6. Contact your payroll office

You may or may not be eligible to receive a severance payment. If paid in cash, you may want to consider contributing it to your MNDACP account.

7. Follow-up with Social Security and Medicare

If you applied for benefits and have not received an acknowledgment, you may want to contact Social Security and Medicare to verify eligibility.

8. Beneficiary designation

Review your beneficiary designation information on file for your MSRS pension plan, as well as your MNDACP and HCSP accounts.

NOTE

Your pension beneficiary only applies if you elect the single-life option.

Retirement Timetable

It's important to map out a retirement planning strategy well in advance of your retirement date, but it's never too late to start planning or saving. MSRS retirement counselors are available to assist you along the way.



Throughout Your Career

- Enroll and take advantage of the Minnesota Deferred Compensation Plan (MNDCP). You may receive a yearly match from your employer. The match is a bargained benefit.
- Establish savings goals that will generate the income you want to have when you retire.
- Evaluate your personal finances periodically as they relate to meeting your financial needs at retirement.
- Research purchasing eligible service credit as soon as possible. This includes any active military service or time worked in other covered retirement plans.
- Stay informed! Review plan information online or contact MSRS with questions about your retirement benefits.



Mid Career

- Review your savings goals to determine if you're still on track.
- If you're not enrolled in MNDCP, contact MSRS to enroll and determine your investment allocation to make sure you carry the right amount of risk.
- If you are age 50 or older, consider maximizing your MNDCP contribution amount. The IRS permits you to contribute more than the standard contribution amount.
- Continue to pursue prior service credit purchases.



3 5 Years From Retirement

- Attend a free MSRS pre-retirement seminar. More information about seminars is available at: www.msrs.state.mn.us
- Determine MNDCP Catch-Up eligibility. The Catch-Up Provision allows you to contribute up to double the standard maximum contribution limit for three consecutive calendar year prior to reaching your normal retirement age. Contact MSRS to find out if you are eligible.
- Prepare a retirement budget. Compare your budget against your MSRS pension benefit, Social Security, MNDCP and any other retirement income to see if you may need to save more.



12 Months From Retirement

- Contact MSRS for an audited estimate of your retirement benefits. Ask about survivor coverage options.
- Attend a free MSRS retirement seminar.
- Review MNDCP distribution options available at retirement.
- Gather information to prepare your retirement budget.
- Calculate your expected Social Security income.



6 Months From Retirement

- Discuss your benefit estimate and payment options with your family and financial advisor.
- Prepare a retirement budget. Compare your retirement expenses against your MSRS benefit, Social Security, MNDCP and any other retirement income that will be available to you.
- Contact your employer about health and life insurance options available after you retire.
- Check to see if you are eligible for severance pay. If so, determine if it will be deposited in the MSRS Health Care Savings Plan (HCSP) account.



3 Months From Retirement

- Ensure that purchases/transfers of prior service are complete.
- Notify your department personnel office regarding your intention to retire. Find out when you should submit a letter of resignation.
- Contact your local Social Security office to file for benefits (if age 62 or older and are eligible for benefits).

IMPORTANT!

Review your MSRS benefit statement and contact MSRS if you find any discrepancies.

Applying for Retirement

Applying for retirement is easy, but your retirement decisions can be complex. Contact MSRS two months before you plan to retire. We want to make sure you fully understand your retirement benefit and options before you submit your application. Retirement counselors are also available for individual sessions at one of our offices.



Forms to Complete

You will need to complete a retirement application when you are ready to retire and begin collecting monthly benefits. MSRS will also need additional documents in order to complete your application. Forms are available on the MSRS website.

1 | Retirement Plan Benefit Application

(required)

You must sign the application in the presence of a notary. If you are married, your spouse must sign the application in the presence of a notary to acknowledge the benefit option you selected.

Your retirement benefit is taxable income. You will need to complete the tax withholding sections of your application. If you do not choose one of the options on the form, federal taxes will be withheld as if you are married with three allowances, regardless of your marital status. MSRS will not withhold Minnesota state taxes unless directed to do so.

2 | Direct Deposit Agreement

(optional, but recommended)

Monthly payments can be deposited into your bank account through direct deposit. It is the safest, fastest, and most convenient way to receive your monthly payment. Generally your benefit is sent to your financial institution the first business day of each month. If you do not want direct deposit, a paper check will be mailed to you. You can sign up for direct deposit when you apply for a monthly benefit or any time in the future.

3 | Authorization for Insurance Premium Deductions

(optional, but must meet eligibility requirements)

The Pension Protection Act of 2006 allows certain retired and disabled public safety officers to reduce taxable income by up to \$3,000 annually to pay qualified insurance premiums. If you are a public safety officer, you may choose to have qualified medical, dental or long-term care insurance premiums deducted from your retirement benefit.

CHOOSING A SURVIVOR OPTION

It is important when applying for a benefit to carefully consider the survivor options available. Your spouse must sign the retirement application in the presence of a notary. If your spouse does not sign the application and no survivor option is selected, we are required to pay the 50% Joint and-Survivor option.



Documents to Provide

1 | Birth Records

(required for you and your survivor)

Payments cannot begin until you provide MSRS with a copy of your birth record. In addition, if you select a survivor option, you must provide a copy of your survivor's birth record. Please write your MSRS Account ID or Social Security number on your survivor's birth record.

2 | Copy of Your Marriage Certificate

(required, if applicable)

3 | Certified Copy of Divorce Decree and/or Domestic Relations Order

(required, if applicable)

During a marriage dissolution proceeding, the court may decide to divide the assets of the MSRS retirement plan between the parties. If you are currently divorced, or have been divorced, you must provide MSRS with certified copies of any divorce decrees and/or domestic relations order (DRO) before you can collect a retirement or disability benefit, even if the assets will not be divided between the parties. For more information on how divorce may affect your benefit, please contact MSRS.

Service with Another Minnesota Public Employer

If you had service with another Minnesota public employer, for example, Teachers Retirement Association (TRA) or Public Employees Retirement Association (PERA), the service credit earned from all plans can be combined with your MSRS service to qualify for a retirement benefit. We call this a Combined Service Annuity (CSA).

The service credit that you have accumulated will remain with the retirement plan where it was earned. When you retire, you will receive a separate payment from that retirement plan provider.

Be sure to contact your other retirement plan administrators to learn how to apply for benefits and when you can expect payments. You will need to obtain and submit the necessary paperwork to the appropriate plan administrator to receive benefits.

Contact Information:



Contact a **PERA** representative at **651.296.7460** or **1.800.652.9026**

Contact a **TRA** representative at **651.296.2409** or **1.800.657.3669**



Online at **www.mnpera.org**

Online at **www.minnesotatra.org**

Re-Employment After Retirement

For many, retirement means pursuing a second career. Perhaps it is a hobby that you pursue as a paid position. Maybe it means returning to work, but working fewer hours or part-time. Your MSRS monthly benefits do not stop if you are employed by private industry, federal or local government, or a state government other than Minnesota.

Things you should consider if you return to work with the State of Minnesota:

- In most cases you must wait at least 30 days after your retirement date to be re-employed in a position normally covered by MSRS. Contact MSRS for more detail.
- Generally, retirement deductions are not withheld from your salary if you return to a position covered by MSRS. There are some exceptions.
- If you are under full Social Security retirement age, you may be subject to an earnings limitation. If you exceed the earnings limit, your benefit payment will be stopped for the remainder of the calendar year. Contact MSRS for more information.



After Retirement

First Benefit Payment

You will receive your first benefit payment from MSRS about **SIX WEEKS** after your benefit start date. Please plan accordingly. Around the time your first benefit is paid, you will receive a benefit authorization letter from MSRS which will:

- Verify the amount of your first payment and the ongoing benefit amount
- Confirm your optional benefit selection (for example, 100% Joint-and-Survivor benefit)
- Verify when you will receive your ongoing monthly benefit
- Provide important tax information

Subsequent Monthly Payments

If you sign up for direct deposit, payments will typically be available in your bank account the first business day of the month. If you receive payment by check, add five business days for mailing time.

NOTE!

You have 30 days from the date of the benefit authorization letter to change the benefit option.



Tax Withholding from Benefit Payments

At your request, federal and/or Minnesota state taxes can be withheld from your benefit payments. There are three ways to start, stop or change income tax withholding:



Log in to your pension account online
www.msrs.state.mn.us



Contact to an MSRS representative
651.296.2761 or 1.800.657.5757.



Complete and mail a MSRS Tax Withholding Election form that can be obtained on the MSRS website

Income Tax Reporting

All or most of your monthly benefit is subject to federal and state income taxes. Each January, MSRS will mail you a Form 1099-R that provides the following:

- Total benefits paid during the previous year
- Total taxable income
- Any amount withheld for federal or Minnesota taxes

Marriage Dissolution after Retirement

When a marriage dissolution occurs after retirement, a percentage or dollar amount of your benefit can be awarded to your former spouse. Both parties are granted a post-retirement increase on their portion of the benefit. The benefit option elected at retirement can be revoked only if the payment will not be split between the parties. Please contact MSRS in advance of a divorce so we can explain your options.

POST-RETIREMENT INCREASES

Each January you may be eligible to receive a post-retirement benefit increase. There could be a waiting period for your first increase, and depending on when you retired, the first increase may be prorated. You will receive a letter each December to confirm your benefit increase.



Form **1040** Department of the Treasury Internal Revenue Service
U.S. Individual Income Tax
For the year Jan. 1–Dec. 31, 2018
Your first name and last name
Your tax year beginning
If a joint return, spouse's first name and initial Last name
Address (number and street). If you have a P.O. box, see instructions Last name
City, town or post office, state, and ZIP code. If you have a foreign address, also
Foreign country name
Filing Status
Check only one box.
1 Single
2 Married filing jointly (even if only one spouse) and
3 Married filing separately

Disability Retirement Benefits

As a member of the Correctional Retirement Plan, you have disability protection. This is an important benefit. If eligible, it will pay you a disability benefit for your lifetime or until you are no longer disabled.



Correctional Employee Disability

Definition of Disability

The law defines a disability as a physical or psychological condition lasting at least one year that prevents a member from performing normal job duties.

Types of Disability Benefits

Duty Disability

The disability condition or injury must occur during job duties that bear an inherent risk of the position. To be eligible for duty disability, there is a minimum service requirement depending on hire date. If eligible, the disability benefit provides a minimum of 50% of your high-five average salary.

Regular Disability

To qualify for a regular disability benefit, an employee must be vested.

- **Hired On or BEFORE June 30, 2009:** The disability benefit provides 36% of your high-five average salary.
- **Hired AFTER July 1, 2009:** To be eligible for regular disability, you need to be vested. Your vesting period depends on when you were hired. Your disability benefit is based on your length of service. There is no minimum benefit.

For more information on vesting, see page 15 or 25 depending on when you were hired.

DISABILITY BENEFIT APPLICATION DEADLINE

You must apply for a disability benefit within **18 months** after you end state employment.

Disability Application and Review Process

To receive more information about applying for a disability benefit we recommend that you contact our office to obtain the necessary documents to apply. There are also important timelines to consider when applying for a disability:

- You cannot apply for a disability benefit until after your last work day.
- After that time, apply for a benefit immediately. We strongly recommend not waiting for your sick leave or vacation to run out.
- You cannot apply for a disability benefit more than 18 months after you end your employment.

When you apply for a disability benefit, MSRS will need documentation of your disability.

The following documents are required:

- Completed **Application for MSRS Disability Benefit**.
- A **Physician's Statement** must be completed by two doctors regarding your disability.
- An **Employer Certification** must be completed by your employing department.

The documents will be reviewed by the MSRS medical consultant, who makes a recommendation to the MSRS Executive Director about the extent of your disability.

If your disability application is approved, your benefit will begin after you receive payment for all your accumulated overtime, vacation and sick leave hours. Your benefit will end in the month you die unless you select survivor coverage.

Following disability approval, you must submit medical records supporting the ongoing disabling condition once a year for the first five years, then once every three years until you reach normal retirement age. You must submit these medical documents for your disability benefit to continue.

If your disability application is denied, you may appeal the decision to the MSRS Board of Directors.

Survivor Coverage With a Disability Benefit

When you apply for a disability benefit you can choose the **Single-Life benefit**, the **Joint-and-Survivor benefit** with one of its three options (100, 75, or 50 percent) or the **Life Income, 15-Year Certain**. Refer to the **Benefit Choice section** for more information.

If you choose the Single-Life benefit you have another chance to select a benefit to provide coverage for your survivor. You can make this election within 60 days of normal retirement age or after five years, whichever is later. It is important to note that if you die before you change your selection, no survivor coverage is provided.

If you did not select a survivor option and die, any balance in your retirement account is refunded, in the following order: beneficiary, spouse, children, parents, estate. Generally, your account balance is gone approximately two to three years of receiving benefits.

Workers' Compensation and Your Disability Benefit

If you are receiving a disability benefit and qualify for Workers' Compensation, your Workers' Compensation may be reduced by the amount you are receiving for a disability benefit.



Review compensation information:

mn.gov/admin/government/risk/workers-comp



Contact the Minnesota Department of Administration:
651.201.2555

RE-EMPLOYMENT AFTER YOU ARE DISABLED

There may be restrictions on your earnings if you return to work. Please call MSRS for more information.





Minnesota State Retirement System
MNDCP Minnesota Deferred Compensation Plan
HCSP Health Care Savings Plan

1.800.657.5757 or 651.296.2761
www.msrs.state.mn.us