### Defined Benefit Plan

# The Guide to Retirement

### Agenda:

- Quick overview of your retirement plan
  - Estimates, Payment Options, RHIC, Insurances, Deferred Compensation
- Timeline: Plan Ahead
- Purchasing Sick Leave
- Rollover Annual Leave & Sick Leave Pay
- Retirement Forms
- Resources (YouTube, Empower, NDPERS website)
- MSS (changing personal information)

### Your Tier Determines...

Your normal retirement date – rule of 85 or 90 or your plan's normal retirement age The multiplier used to calculate your monthly retirement benefit

Whether or not you have a Retiree Health Insurance Credit (RHIC)

The early retirement reduction percentage

The vesting schedule for your retirement plan

Log onto MSS to determine your tier and run your benefit estimate

### Retirement Benefit Formula

# Years of Service (YOS)



### Final Average Salary (FAS)



### Benefit Multiplier

- Years of Service (YOS): One month of service for each month of contribution
- **Final Average Salary (FAS):** Average of your highest 3 consecutive 12-month periods during the last 180 months worked
- **Benefit Multiplier:** Varies depending on Tier and Retirement Plan (Main, BCI, Public Safety, Highway Patrol, Judges)

### Retirement Benefit Options:

Single Life

50 % or 100% Joint & Survivor

10 Year Term Certain

20 Year Term Certain

\* Partial Lump Sum Option (PLSO)



\* Graduated Benefit Option

\*Only available for members at normal retirement

<u>Please Note</u>: Highway Patrol and Judges have slightly different benefit options

### Sample: Defined Benefit Plan Estimate

Benefit Multiplier: 2.00% Marital Status: Married
Age at Retirement: 65 Retirement Date: October 01, 2025
Years of Service Credit: 8.9167 Account Balance: \$48,175.96
Final Average Salary: \$5,618.33 Tier: Tier 2 Main 2016

Benefit Sub-Type: Normal Retirement (Unreduced)

Please refer to the enclosed Retirement Plan Brochure for an explanation of your retirement benefit options. Refer to the NDPERS on-line help for complete information on retirement benefits.

These are projected estimates and are subject to validation at the time you retire.

#### RETIREMENT BENEFIT OPTIONS

Single Life Benefit:	\$1,001.94
50% Joint & Survivor Benefit:	\$919.08
100% Joint & Survivor Benefit:	\$848.84
Ten (10) Year Term Certain Benefit:	\$975.69
Twenty (20) Year Term Certain Benefit:	\$912.97

Under all retirement options, the fund guarantees a minimum payout equal to the member account balance determined at retirement. This is the sum of your employee contributions, any vested employer contributions, plus interest earned.

### Sample: Retiree Health Insurance Credit - RHIC

#### RETIREE HEALTH INSURANCE BENEFIT OPTIONS (RHIC)

Standard Health Credit: \$44.58
Alternate 50% Joint & Survivor Health Credit: \$40.89
Alternate 100% Joint & Survivor Health Credit: \$37.77

- Your monthly, lifetime retirement payment may also have a retiree health insurance credit (RHIC) available every month.
- Calculated as \$5 for every year worked.
- Available every month.
- Administered by ASIFlex.
- Reimbursement of after-tax health, dental, vision, and long-term care premiums.
- NDPERS retiree insurances are auto-validated to ASIFlex and will automatically be reimbursed each month.
- Non-NDPERS insurances must be claimed by the retiree.

### Health, Vision, Dental & Life Insurance

Retirees receiving a retirement benefit may be eligible to participate in:

- Health insurance
  - COBRA for up to 18 months if you currently have health coverage through the State of ND
  - Dakota Retiree Plan (if you or at least one dependent in your household has Medicare Part A & B)
- Dental insurance
- Vision insurance
- Life Insurance (if continued without break from enrollment as an active employee)

### Health Insurance Options at Retirement

#### Dakota Retiree Plan:

 Supplement to Medicare Parts A and B and includes the Part D prescription plan. (The supplement and Part D are "bundled"& not sold separately)

#### One Medicare + Other(s) Health Insurance: (also called One Medicare/One Non-Medicare)

- The "One" Medicare is the <u>Dakota Retiree Plan</u>, which is a supplement to Medicare Parts A and B and includes the Part D prescription plan.
- The "other(s)" is the non-Medicare individual(s) enrolled in the <u>Dakota Plan</u>.

# How Medicare and the Dakota Retiree Plan Work Together

1

Medicare - pays first for medical and hospital visits

Sanford pays second – after
Medicare. You cannot be enrolled in
secondary insurance if you don't
have primary insurance!

3

Humana Group Medicare is the Part-D Prescription Drug Plan



You get through Social Security



Dakota Retiree Plan through NDPERS



### Consider Supplemental Retirement Savings

# 457 Deferred Compensation

- Voluntary supplemental retirement plan
- Investing <u>Pre-tax</u> dollars to lower your taxable income

(Funds are taxed at the time of distribution)

- You select how your money is invested
- Increase, decrease, suspend contributions at <u>any time</u>
- May be used to purchase service credit

### **Annual 457 Deferral Limits**

#### **Minimum:**

\$25 per month

#### **Maximum:**

The lesser of:

The Annual IRS Limit (Changes Yearly)

Annual limits are located on the NDPERS Website on Enrollment/Change Form SFN 3803

<u>or</u>

100% of Taxable Compensation



# Retirement Timeline: 6 months to one year before terminating employment

- Determine the insurance options you will need after retirement: COBRA, private healthcare, Marketplace, Medicare, Medicare Supplement, Part D, dental, vision, and life insurances.
- •Your pension is taxable discuss state and federal withholdings with your tax professional.
- •Apply for Medicare (if eligible) 90 days before you need to have the insurance (Part A is free, Part B is the medical part with a monthly fee.)
- Visit the social security website to get an estimate of your monthly social security payments (if eligible.)
- Watch NDPERS pre-retirement education YouTube videos (link on <a href="www.ndpers.nd.gov">www.ndpers.nd.gov</a>)
- Plan post-retirement budget.
- Find your birth certificate and if applicable, your spouse's birth certificate and marriage certificate

### Retirement Timeline

#### •90 days before terminating employment

- If eligible, apply for Medicare
- Meet with your NDPERS retirement counselor
- Complete the NDPERS retirement forms if you are ready
- Complete the Empower retirement form if you are ready
- Be aware: If you meet your plan's rule for retirement and are under age 59 ½, there could be tax implications for returning to work for an agency that has NDPERS benefits without a 31-day break.
- Be aware! If you plan to work with another NDPERS employer (or go back to work with your same employer) after retiring, check with NDPERS to find out about restrictions on returning to employment while collecting your pension.

### •No later than the month you terminate employment – 90 days prior to termination is better!

- Submit all NDPERS forms
- Late applications will delay your retirement payment and retiree insurance enrollment

	State Employee	Non-State Employee	Non-State Delayed Payroll	
Call PERS (701-328-3900) or request and appointment in MSS to set up appointment with a retirement counselor 60-90 days before your last day of work.				
Last day of employment	Ex: 7/5/2026	Ex: 7/5/2026	Ex: 7/5/2026	
Date of your last paycheck	8/1/2026	Last check in same month	Last check in following month (delayed)	
Retirement Forms Due: To avoid a delay in your benefits, submit no later than the same month you leave employment. (60-90 days before your last day is preferred)	7/31/2026 (May or June = preferred)	7/31/2026	8/31/2026	
NDPERS Retirement Date	8/1/2026	8/1/2026	9/1/2026	
Sick leave conversion application due	7/31/2026	7/31/2026	8/31/2026	
Employer-sponsored health insurance ends	8/31/2026	check with your employer	check with your employer	
Annual leave and sick leave payout (if applicable)	8/10/2026	check with your employer	check with your employer	
Sick Leave conversion purchase: payment & forms due	8/15/2026	8/15/2026	9/15/2026	
Monthly pension check and insurances begin	9/1/2026	9/1/2026	10/1/2026	
If eligible for Retiree Health Insurance Credit (RHIC),	9/1/2026	9/1/2026	10/1/2026	
auto-reimbursed for NDPERS insurances  If eligible for Retiree Health Insurance Credit (RHIC),  Non-NDPERS insurances, you must claim the benefit	(3-5 days after pension) Submit first claim after 9/1/2026	(3-5 days after pension) Submit first claim after 9/1/2026	(3-5 days after pension)  Submit first claim after  10/1/2026	

### Purchasing

(Converting)

### Unused Sick Leave



Only done upon leaving employment

The cost is determined by a conversion formula

You may purchase your sick leave even if your employer pays you for all or part of your sick leave balance...this is separate!



Complete Parts A, B, and C on the SFN 58358 – Conversion of Unused Sick Leave Form



\* application to be submitted with your retirement forms



NDPERS sends you a request for payment

Payment is due by 15<sup>th</sup> of month following the month in which you leave employment.

Pay NDPERS for converted sick leave

Adds additional service months to your future retirement benefit

Since you did not work these months of sick leave, the funding of the retirement plan for that month must come from you

Begin the process by completing the Conversion of Unused Sick Leave Application – SFN 58358

### Paying to Convert Unused Sick Leave

You can purchase your sick leave from PERS - even if your employer pays you for all or part of it!

### Compare Reasons to Convert Unused Sick Leave:

#### NO CONVERTED SICK I FAVE

Your estimated benefit is calculated assuming the following information:

2.00% Marital Status: Benefit Multiplier: Married August 01, 2025 Age at Retirement: 65.5 Retirement Date: Years of Service Credit: 19.2500 Account Balance: \$154.093.38

Final Average Salary: \$7.643.83

Benefit Sub-Type: Normal Retirement (Unreduced)

No purchase

#### RETIREMENT BENEFIT OPTIONS

\$2,942.87 Single Life Benefit: 50% Joint & Survivor Benefit: \$2.734.22 \$2.553.53 100% Joint & Survivor Benefit: \$2,865.18 Ten (10) Year Term Certain Benefit: \$2,685,96 Twenty (20) Year Term Certain Benefit:

#### RETIREE HEALTH INSURANCE BENEFIT OPTIONS (RHIC)

Standard Health Credit: \$96.25 Alternate 50% Joint & Survivor Health Credit: Alternate 100% Joint & Survivor Health Credit: \$83.52

#### CONVERTED SICK LEAVE

#### \* INCREASE YOUR BENEFIT BY \$65.79 PER MONTH

Your estimated benefit is calculated assuming the following information:

Benefit Multiplier: 2.00% Marital Status: Married Age at Retirement: 65.5 Retirement Date: August 01, 2025 Years of Service Credit: 19 6667 Account Balance: \$154.093.38 Final Average Salary: \$7.643.83

Benefit Sub-Type: Normal Retirement (Unreduced)

Includes 5M of SL at approximate cost of \$5832.24.

#### RETIREMENT BENEFIT OPTIONS

Single Life Benefit: \$3,006.58 50% Joint & Survivor Benefit: \$2,793,41 100% Joint & Survivor Benefit: \$2 608 81 Ten (10) Year Term Certain Benefit: \$2,927.21 Twenty (20) Year Term Certain Benefit: \$2,744.11

#### RETIREE HEALTH INSURANCE BENEFIT OPTIONS (RHIC)

Standard Health Credit: Alternate 50% Joint & Survivor Health Credit: Alternate 100% Joint & Survivor Health Credit:



\$98.33 \$91.36 \$85.32

\$89.43

### Consider Rolling Your Annual and Sick Leave Payout into your 457 Plan

If you have a Deferred Compensation Account (457 Plan), you may choose to roll your annual leave and sick leave payout into this account upon termination.

#### Why?

Annual Leave (PTO) and sick time that are paid out are taxed differently. The IRS requires a 20% mandatory federal tax withholding on lump sum payouts, which is often a higher tax rate than regular earnings. You can avoid federal and state withholding by electing a direct rollover of your lump-sum payment into a 457 deferred compensation plan.

- Money grows tax deferred and is taxed at current tax rate upon taking regular future distribution.
- Contributions to a 457 plan are tax-deferred for federal and state taxes ONLY. Social Security and Medicare taxes are not deferred. The taxes withheld for Social Security and Medicare then become gross taxable wages for federal and state and are taxed at the supplemental rates.

<sup>\*</sup> Note: Your total 457 contributions for the year may **NOT** exceed the annual IRS calendar year limit (regular monthly + lump sum deferrals)

You must be off payroll for 31 days

1. Lump sum distribution

(Subject to mandatory 20% federal tax)

2. Periodic payment

Annually, semiannually, quarterly, monthly

(Taxed as ordinary income)

3. Rollover to other tax qualified plans

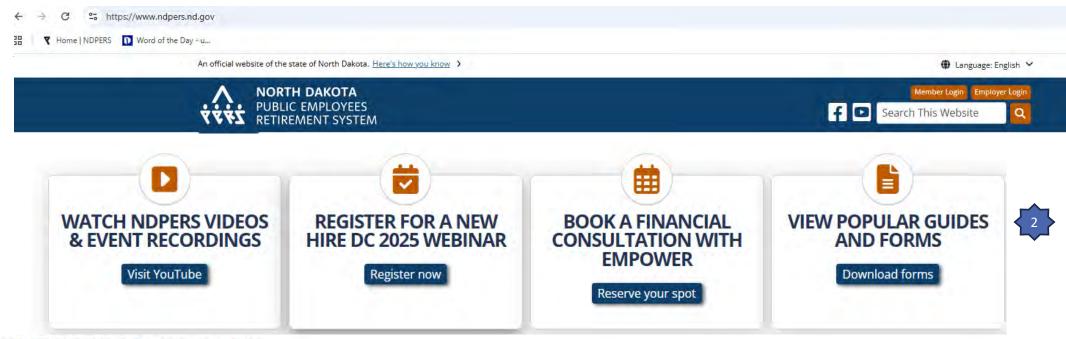
(Not subject to income tax)

# Distributions from your 457 Plan

### Retirement Forms:

You can also speak to your NDPERS Counselor to receive pre-filled retirement forms or to set up an appointment for assistance! Call 701-328-3900





#### Leaving NDPERS Membership

Upon notification from your employer, NDPERS will send you information regarding the NDPERS benefits in which you were enrolled. It is your responsibility to notify NDPERS of your elections related to retirement and/or the insurance plans.

Use the applicable guides and forms when making your elections:

- Deferred Retirement Guide and Forms
- Refund/Rollover Guide and Forms ...
- Disability Retirement Guide and Forms ...
- Retirement Guide h for all NDPERS Plans
  - o Defined Benefit Retirement Forms Packet
  - o Defined Contribution Retirement Forms Packet []





#### Retirement Forms - Required for Benefit Payment

- Application for Monthly Retirement Benefits for Defined Benefit [SFN-2562]
- Acknowledgment for Retirees Under 59½ Years of Age [SFN-62620]
- Legible Photocopies of Birth Certificate, Spouse's Birth Certificate and Marriage Certificate
- Authorization for Direct Deposit for Annuity Payments [SFN-18379]
- Designation of Beneficiary for the Group Retirement [SFN-2560]
- Withholding Certificate for Periodic Pension or Annuity Payments [W-4P]
- Withholding Allowance Election for Pension Payments [SFN-51506]

#### Retirement Forms – Optional

- Application for the Partial Lump Sum Option Defined Benefit [SFN-54373] (If at Normal Retirement Age)
- Application for the Graduated Benefit Option Defined Benefit [SFN-59596] (If at Normal Retirement Age)
- Conversion of Unused Sick Leave Application— Defined Benefit [SFN-58358]
   Must be submitted prior to the last day of the month in which you terminate employment (complete only if buying unused sick leave for retirement service credit)

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#### APPLICATION FOR DEFINED BENEFIT PLAN MONTHLY PAYMENTS

NORTH DAKOTA PUBLIC EMPLOYEES RETIREMENT SYSTEM
SFN 2562 (Rev. 12-2021)

NDPERS • PO Box 1657 • Bismarck • ND • 58502-1657

(701) 328-3900 • (800) 803-7377 • Fax (701) 328-3920 • ndpers-info@nd.gov

#### PART A PARTICIPANT IDENTIFICATION

Member's Signature (Electronic Signatures will not be accepted)

Name (Last, First, Middle)	NDPERS Member ID		
Last Four Digits of Social Security Number	Date of Birth (mm/dd/yyyy)		
Home Email Address	Daytime Telephone Number		
PART B APPLICATION FOR RETIREMENT BENE	EFITS		
Last Date of Employment (mm / dd / yyyy): / Last Paycheck Date for Hours Worked (mm / dd / yyyy): * NDPERS will use these dates to determine your earlies	/* * t eligible retirement date.		
NDPERS Retirement Effective Date (mm /1/ yyyy): (If you provide an ineligible date, NDPERS will use an eff	/1/_ fective date based upon your earliest eligibility.)		
SECTION 1 Main System 8	& Public Safety Retirement Only		
Main System Early Retirement (Age 55-64)     Main System Normal Retirement (Rule OR Age 65+)     Public Safety Early Retirement (Age 50-55)     Public Safety Normal Retirement (Rule of 85 OR Age 55+)	Single Life 50% Joint Survivor/Life 100% Joint Survivor/Life 10 Year Term Certain/Life 20 Year Term Certain/Life		
SECTION 2 Highway Pat	rol & Judges Retirement Only		
Highway Patrol Early Retirement (Age 50-55)     Highway Normal Retirement (Rule of 80 OR Age 55+)     Judges Early Retirement (Age 55-64)     Judges Normal Retirement (Rule of 85 OR Age 65+)	☐ Normal Retirement with 50% Joint Survivor/Life ☐ 100% Joint Survivor/Life ☐ 10 Year Term Certain/Life ☐ 20 Year Term Certain/Life		
PART C RETIREE HEALTH INSURANCE CREDI' Late applicants do not receiv	T (RHIC) - Required ALL Plans (except Main 2020)		
You must select one of the following:	ber or Married member electing Joint Survivor Retirement above, Certain above, I elect the following actuarially reduced RHIC		
PART D SICK LEAVE CONVERSION (Excluding	Judges)		
Do you wish to purchase all or part of your unused sick leave Unused Sick Leave Application (SFN 58358) must be received terminate or are no longer accruing sick leave.  No Yes	re into retirement service credit? If Yes, the Conversion of		
birth certificate. (If married, I must also submit a photoco	cated above. I understand I <u>must submit a photocopy of my</u> py of spouse's birth certificate & marriage certificate.) This nonths of my retirement date and <u>must be on file at least 30</u> ate applications will delay retirement effective date.		

### SFN 2562: DB Plan Application

<u>Part A</u>: Complete with your personal information

<u>Part B</u>: All three dates must be correct – so your retirement benefits are calculated correctly!

- 1. <u>Last date of Employment (includes "vacationing out.")</u>
- 2. <u>Last Paycheck Date for Hours Worked</u> (this does NOT include payouts for annual/vacation or sick leave balances)
- 3. <u>NDPERS Retirement Effective Date</u>: is always the first of the month AFTER last check or last date of employment (whichever is later)
- <u>Section 1 or Section 2</u>: Mark your retirement plan (early or normal retirement) AND your pension payment selection

Part C: Retiree Health Insurance Credit

<u>Part D</u>: Sick Leave Conversion (Purchase)

<u>Part E</u>: Authorization – we need your "wet" signature & the date

2560



#### DESIGNATION OF BENEFICIARY FOR THE GROUP RETIREMENT PLAI

NORTH DAKOTA PUBLIC EMPLOYEES RETIREMENT SYSTEM SFN 2560 (Rev. 08-2024)

IDPERS • PO Box 1657 • Bismarck • ND • 58502-1657 701) 328-3900 • (800) 803-7377 • Fax (701) 328-3920 • ndpers-info@nd.gov

In compliance with the Federal Privacy Act of 1974, the disclosure of the individual's social security number on this form is mandatory pursuant to 26 U.S.C. Sec. 3402. The individual's social security number will be used for tax reporting and as an identification number.

	EMBER INFORMATI	OIT			NDPERS Member ID
Name (Last, First, Middle)				NDPERS Member ID	
	]Single ]Widowed	Date of Birth (mm/dd/yyyy)		()	Last Four Digits of SSN
Spouse Name (Last, First, Middle)				Spouse Gender  Male  Female	
PART B PI	LAN				
□ ALL DEFINED BENEFIT PLANS (Update beneficiaries for all plans)  Mark plan below only if beneficiary designation should be applied to a specific plan:      □ Main / Main 2020     □ Public Safety with Prior     □ Judges     □ Public Safety without Prior     □ National Guard     □ Highway Patrol     □ State Public Safety     □ BCI					401(a) DEFINED CONTRIBUTION PLAN*  *Please Note: You must update beneficiaries for the 457 Deferred Compensation Plan directly with your selected provider company.
The percentage dis beneficiaries. If sha pay 100% of my tot shares designated, being credited to the	ares do not equal 100% tal account balance wit I grant NDPERS the a	ath for all pr b, I grant NE h up to a 19 outhority to d	PERS the author difference being the control of the	ority to ame	qual 100%; likewise, for contingent end each of my beneficiaries (up to +/- 1%) to to the eldest. If beneficiaries are listed but no een all beneficiaries with up to a 1% difference
Name	Relationship	DOB	SSN#	%	Address and Phone Number
SECONDARY BEN	NEFICIARY(IES) - Mu	st equal 10	0%	_	
Name	Relationship	DOB	SSN#	%	Address and Phone Number
				1 7 1	1
				3 3.5	1
PART D SI	POUSE AUTHORIZA	TION (if at	oplicable)		
Only if you name a member is married, spouse. (NDCC 30 someone in addition	primary beneficiary of North Dakota law req .1-05-02). If spouse's of	ner than or i uires the sp consent is g pouse, there	n addition to you ouse's consent liven, please be is no monthly p	before bene advised, the ore-retirement	your spouse must sign below. If a vested efits can be paid other than to the member's at if your primary beneficiary election is ent death benefit provision. ad NDPERS member.
Spouse's Waiver of Benefits (Electronic Signature will not be accepted)				Date	
PARTE M	EMBER AUTHORIZA	ATION			
I understand that the upon divorce this di have read and under	nis election revokes an esignation is valid until	y previous r signed divo conditions o	orce decree is re	ceived and	ary designations. I understand that, if married, I a new beneficiary designation is submitted. I certify that the information provided on this
Member's Signature (Electronic Signature will not be accepted)				Date	

### SFN 2560: Designation of Beneficiary

Part A: Complete with your personal information

Part B: Mark which retirement plan this pertains to

#### Part C:

- List Primary Beneficiary fill in <u>all</u> blanks (Your spouse must be primary or must sign below in Part D to acknowledge they are not your primary beneficiary)
- List Secondary Beneficiary (ies) fill in <u>all</u> blanks
- Each section primary and secondary must add up to 100%

<u>Part D</u>: Your spouse's signature is required ONLY if you elect someone else as your primary beneficiary

Part E: Authorization – we need your "wet" signature & the date



#### Insurance Forms – Required => Depending on what coverage you currently have with Health - Continuation of Coverage NDPERS your age (ex: are you Medicare eligible?)

- Continuation of Group Insurance Coverage (COBRA) [SFN-14120]
   (Complete only for family members electing individual coverage if currently covered on NDPERS Dakota Plan or HDHP plan)
- Retiree Continuation of Group Health Insurance Coverage (COBRA) [SFN-53799]

(Complete if currently covered on NDPERS Dakota Plan or HDHP Plan)

#### Health - Medicare Coverage

- Retiree Health Insurance Application with Medicare [SFN-59562]
   (If either you or a dependent is over age 65)
- Medicare Prescription Drug Plan (PDP) Individual Enrollment Form [SFN-58860]

(One required for each member that will be on the Dakota Retiree Plan and cannot be signed or submitted more than 90 days prior to the requested effective date of coverage)

#### Life - Vision - Dental - Long Term Care - Flexible Medical Spending

- Retiree Life Insurance Application [SFN-53622]
   (If currently enrolled, complete to continue coverage)
- Retiree Vision\Dental Insurance Enrollment, Change, or Cancel [SFN-53504]

(Complete if continuing, enrolling, or canceling coverage)

 Continuation of Coverage in Medical Spending Account (COBRA) [SFN-53512]

(Complete if continuing coverage for the rest of the plan year)

457 Deferred Compensation Plan Enrollment/Change [SFN-3803]

### More Resources:

- NDPERS website: <u>www.ndpers.nd.gov</u>
- Visit NDPERS on YouTube: <u>www.youtube.com</u>
- Empower for 457(b) Deferred Compensation Plans and 401(a) Defined Contribution Plans and call 866-816-4400 or visit their website: empowermyretirement.com
- Member Self-Service (MSS) w/PERS







Member Login Employer Login



f Search This Website

Home

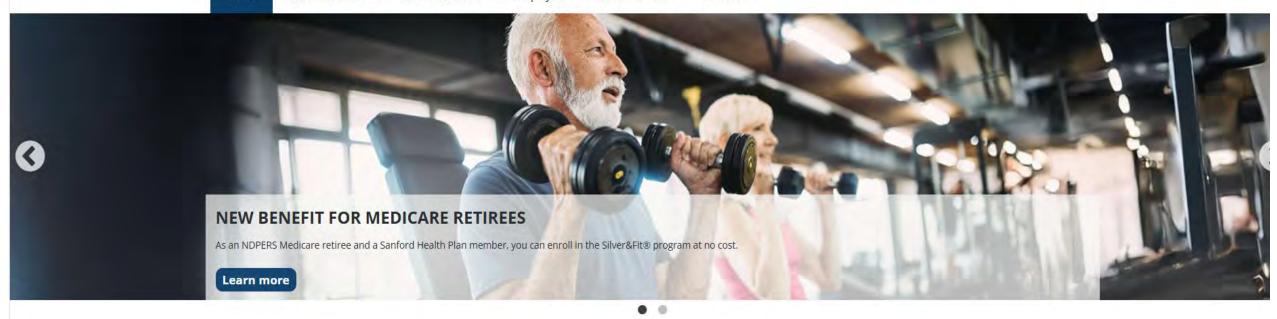
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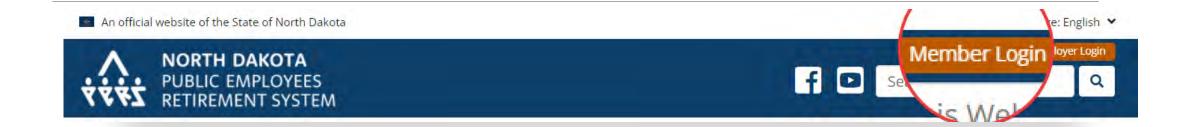
**VIEW POPULAR GUIDES AND FORMS** 

Download forms







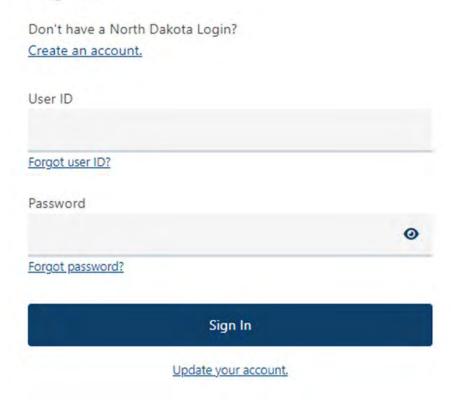


# On the NDPERS website banner

- •Click on Member Login at https://www.ndpers.nd.gov/member-selfservice-mss
- Select Log in to Member Self Service (MSS) on the next screen

### North Dakota login

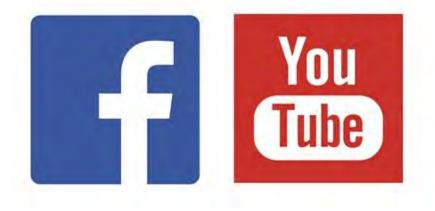
#### Sign in



# Log in to your MSS Account

### **Contact NDPERS**





#### **Customer Service**

- Call: (701) 328-3900 or
- TF:(800) 803-7377

#### Online Resources

- Website: <u>ndpers.nd.gov</u>
- Member Self Service (MSS)