



## Five Steps to Ensure a Smooth Transition to Retirement

Your retirement application package includes a number of documents. Along with your **Retirement Application**, there are several other documents you must submit. To ensure you don't overlook anything and to avoid delays, we've created a **Retirement Checklist** of everything you need to include with your application

### Step 1 – Gather Documents

Complete	Document	Member	Spouse/ Beneficiary	Insurance Dependent
	<p><b>Consent of Spouse Form</b></p> <p>Your spouse must complete this form and have their signature notarized if you elect the Maximum Benefit Option or the Joint and Survivor Benefit Option for a beneficiary other than your spouse.</p>		●	
	<p><b>Certified Birth Certificate or Passport</b> <i>(provide copy)</i></p> <p>A certified birth certificate is a legal document issued by the vital records office in the state where you were born. The certified copy has a raised seal, the signature of the Local Registrar, and is printed on security paper.</p> <p>We <b>won't accept</b> a birth registration, driver's license, or hospital-issued birth certificate.</p> <p>If you don't have your certified birth certificate, contact the vital records office in the state you were born to request your birth certificate.</p>	●	●	●
	<p><b>Social Security Estimate or Award Letter</b> <i>(provide ONLY if you'll be 62 or over when you receive your first DERP Pension Benefit payment)</i></p> <ul style="list-style-type: none"> <li>• <b>Estimate of Benefits</b> – If you haven't applied for, and aren't currently receiving, Social Security Administration (SSA) benefits, you must submit a copy of the <b>Estimate of Benefits</b> from SSA. You can get your Estimate of Benefits instantly online when you create or open your "my Social Security account."</li> <li>• <b>Award Letter</b> – If you've applied for, or are currently receiving SSA benefits, you must submit the original Award Letter (also known as a Notice of Award) you received from the SSA when your claim for benefits was approved.</li> </ul> <p>Keep in mind, it can take one to three months from the date your benefit is approved to receive your Award Letter. If you've misplaced your Award Letter you can request a copy by calling Social Security or visiting your local office. You can't get it online. An Award Letter isn't the same thing as a benefit verification letter.</p> <p><i>Only pertains to Tier 1 and Tier 2 members eligible for the Social Security Make-Up Benefit.</i></p>	●		

Complete	Document	Member	Spouse/ Beneficiary	Insurance Dependent
	<b>Marriage Certificate/Common Law Affidavit</b> <i>(provide copy if applicable)</i>	●		
	<b>Medicare Card or Medicare Entitlement Letter of Award</b> <i>(provide copy if applicable)</i>  Medicare is for people 65 and older. Certain people younger than 65 can qualify if they have a disability or special conditions.  If you intend to enroll in a Medicare Advantage plan through DERP and already have Medicare, you must provide a copy of your Medicare card showing you have Parts A and B. If you've applied and been approved, but haven't received your card, you must provide a copy of your Medicare Entitlement Letter of Award.  Visit the <b>Medicare</b> website for more information and to create or log in to your account.	●	●	
	<b>Decree of Dissolution of Marriage</b> <i>(provide copy if applicable)</i>	●		

## Step 2 – Review and Decide

You'll have key decisions to make at retirement that will impact your monthly lifetime DERP Pension Benefit payment. Completing the **Retirement Application** is easier if you have an idea of the choices you want to make.

- Health Insurance Coverage**

1. Review the **Your Guide to DERP Retiree Health Insurance** to determine which insurance plan meets your needs.
2. Watch the presentations from our carriers on the DERP.org website describing the benefits their plans provide.

### Non-Medicare plans

- Kaiser Permanente Colorado HDHP or DHMO
- UnitedHealthcare HDHP or Colorado Doctors Plan
- Dental – Cigna or Delta
- Vision – VSP

### Medicare Advantage plans

- Humana HMO, PPO-Option M, or PPO-Option R
- Kaiser Permanente Colorado Senior Advantage

- DERP Pension Benefit Options**

When you apply for retirement, you'll need to choose the Maximum Benefit Option or the Joint and Survivor Benefit Option.

Understanding which option is right for you begins with a simple question: Do you want to provide a monthly benefit payment to a beneficiary after you pass away?

- Maximum Benefit Option – Provides you with the highest monthly DERP Pension Benefit and payments cease upon your passing.
- Joint and Survivor Benefit Option – You receive a reduced monthly DERP Pension Benefit and your beneficiary receives 100%, 75%, or 50% of your reduced monthly DERP Pension Benefit after you pass, for the rest of their life.



- **Lump-Sum Death Benefit**

When you retire directly from active service, you're eligible for a Lump-Sum Death Benefit. The amount is based on your retirement type and membership tier.

- **Taxes in Retirement**

Your DERP Pension Benefit is considered taxable income, subject to federal and state income tax, and reported to the IRS and state of Colorado. We'll withhold federal and Colorado taxes if you choose. We won't withhold taxes for other states. If you move out of Colorado, make sure you update your tax elections.

*We can't provide tax counseling. Specific questions about your taxes should be directed to your personal tax advisor, the IRS, and/or the Colorado Department of Revenue.*

### Step 3 – Meet with a DERP Membership Services Representative

Setup a counseling session with a membership services representative so you can ask questions, discuss health insurance options, review timelines, go over your paperwork, and more.

1. Log in to your **MyDERP.org** account.
2. Click the **Counseling Appointments** button to schedule an in-person, phone, or virtual counseling session.

### Step 4 – Submit Your Notification of Intent to Retire

If you retire from active service, you must submit your notification of intent to retire, in writing, to your supervisor, the Office of Human Resources (OHR) or designated human resources representative, **and** to DERP. Be sure to clearly indicate your last day of employment and state the reason for separation is **retirement**.

We'll contact you upon receipt of your intent to retire, and/or your online Retirement Application, and share next steps.

### Step 5 – Submit Your Retirement Application

We must receive your signed and notarized Retirement Application, and all required documents within 30 days of your last day worked. You can submit your Retirement Application and all required documents in one of three ways:

Email: [Help@DERP.org](mailto:Help@DERP.org)

Fax: (303) 839-9525

Mail: Denver Employees Retirement Plan  
777 Pearl St.  
Denver, CO 80203

**Important** – Your monthly DERP Pension Benefit payment will be deferred if you submit an incomplete package, or if we don't receive your complete package within 30 days of your last day worked. Failure to submit your retirement application and all other required forms and documents within 30 days of separation, will result in your DERP Pension Benefit monthly payments being delayed and the loss of the Lump-Sum Death Benefit.

Your DERP Pension Benefit is effective the first day of the month following your separation if you've worked continuously up to retirement. Your monthly DERP Pension Benefit is deposited in your account on the first business day of each month.

