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Circular Letter

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TO: ALL CALPERS EMPLOYERS, CALPERS-AFFILIATED EMPLOYEE AND RETIREE ASSOCIATIONS

SUBJECT: ONLINE RETIREMENT ESTIMATE CALCULATOR AND SERVICE CREDIT COST ESTIMATOR

The purpose of this Circular Letter is to inform you that in an effort to reduce processing times and improve customer service, CalPERS is making changes to certain processes. Members will be directed to utilize the CalPERS On-Line estimator tools prior to submitting a retirement estimate or service credit purchase request.

The CalPERS website offers online estimator tools for members to estimate their future retirement benefits and service credit purchase costs. The changes outlined below become effective September 2012.

Retirement Estimate Requests

Members currently have two options for generating future retirement benefit estimates themselves. The first option is to use the CalPERS Retirement Estimate Calculator at CalPERS On-Line at www.calpers.ca.gov. The second option is to log into my|CalPERS at my.calpers.ca.gov, which requires a username and password, to obtain an estimate that incorporates data already reported to CalPERS. Members may use these two options to calculate as many estimates with various potential retirement dates. However, in an effort to improve the processing times for formal retirement estimate requests submitted to CalPERS, formal requests will be limited to:

- Two retirement estimates in a 12-month period, and
- No more than one year prior to the anticipated retirement date.

When completing an estimate, members may reference their Annual Member Statement or log into my|CalPERS to access the data needed for completing particular estimates.

To obtain a formal request, members should follow these steps below:

- Visit the CalPERS website at www.calpers.ca.gov.
- Under Member Quick Links, select Retirement Planning Checklist.
- Select the link to download the Retirement Allowance Request form.
- Complete the request form and mail it to CalPERS.

Service Credit Purchase Requests

Members will first be directed to use CalPERS Service Credit Cost Estimator available at CalPERS On-Line before submitting their service credit purchase requests to CalPERS. This process will improve CalPERS response times for the highest volumes of service credit types. Request forms will only be available for download on the Cost Estimator results page once a member has generated an estimate for the following service credit purchase types:

- Additional Retirement Service Credit (ARSC),
- Service Prior to Membership (SPM),
- Redeposit of Withdrawn Contributions (Redeposit), and
- State and Schools Military/Public Agency Military (Military).

To request the purchase of ARSC, Military, Redeposit, or SPM, members should follow these steps to obtain an estimate and the request form:

- Visit the CalPERS website at www.calpers.ca.gov.
- Search for the Service Credit Cost Estimator.
- Complete a cost estimate for the appropriate service credit type.
- Print out the service credit cost estimate from the results page.
- Select the link to download the Service Credit Cost Request form.
- Complete the request form and mail it to CalPERS along with the printed cost estimate.

Additionally, your agency may receive requests to certify employment history and payroll information for employees wishing to purchase service credit. Any requests received by CalPERS without the required employer certification and/or attached cost estimate will be returned to the member as incomplete and the request will be closed.

Implementation

As of September 2012, member access to the online request forms for ARSC, SPM, Redeposit, and Military will be restricted to those who first use the Service Credit Cost Estimator Tool. The Service Credit Cost Estimator results page will be the only means to access these forms. CalPERS will be removing relevant request forms from Publication 12 "*A Guide to Your CalPERS Service Credit Purchase Options*," and will provide slip sheets until employer publication inventories are exhausted. These request forms will also be removed from the Forms & Publications Center on the CalPERS website.

This new process will ensure members are better informed in their retirement and financial planning needs, while increasing CalPERS processing efficiencies. Further, this approach will save the member time in solidifying their plans, while enhancing CalPERS customer service and quality assurance efforts.