

EMPLOYEES' RETIREMENT SYSTEM FILING A RETIREMENT APPLICATION

COUNSELING APPOINTMENTS FOR EMPLOYEES RETIRING APRIL – JULY 2012

The ERS has scheduled counseling appointments for employees retiring in 2012 on April 1, May 1, June 1 and July 1 on Oahu only. Neighbor island employees may contact our island representatives for an appointment. Employees filing disability retirements should contact ERS directly.

Individual Counseling

Staff will counsel employees on their retirement benefits, provide general information regarding the retirement process, and assist them with the completion of their retirement application and other required forms.

Scheduling an Appointment

Please complete the attached form ERS-FSF to select an appointment date and time and return the form to our office at least 4 weeks prior to your requested appointment date. Please be advised that your appointment must be at least 30 days and no more than 150 days prior to your retirement date.

Location

All appointments will be held at the ERS Oahu office at 201 Merchant Street, Suite 1400. We suggest that you check in with the ERS reception desk at least 10 minutes prior to your scheduled appointment to pre-register. Late arrivals may be rescheduled for another time. We encourage your spouse and/or other parties to attend. Limited parking is available with parking validation in the building.

If you have additional questions, please call the Oahu office at (808) 586-1735. You may also visit the ERS website at www4.hawaii.gov/ers for more retirement information.

Retirement Dates	Counseling Appointment Dates and Times		
		Day of Week	Times
April 1, 2012	February, 2012		8:00 am 9:15 am 10:30 am 1:00 pm 2:15 pm
	8	Wednesday	
	10	Friday	
	15	Wednesday	
	17	Friday	
	22	Wednesday	
	24	Friday	
	29	Wednesday	
	March, 2012		
2	Friday		
May 1, 2012	February, 2012		8:00 am 9:15 am 10:30 am 1:00 pm 2:15 pm
	8	Wednesday	
	10	Friday	
	15	Wednesday	
	17	Friday	
	22	Wednesday	
	24	Friday	
	29	Wednesday	
	March, 2012		
	2	Friday	
	12	Monday	
	13	Tuesday	
	14	Wednesday	
	15	Thursday	
	16	Friday	
	23	Friday	
	28	Wednesday	
30	Friday		
June 1, 2012	February, 2012		8:00 am 9:15 am 10:30 am 1:00 pm 2:15 pm
	8	Wednesday	
	10	Friday	
	15	Wednesday	
	17	Friday	
	22	Wednesday	
	24	Friday	
	29	Wednesday	

Retirement Dates	Counseling Appointment Dates and Times		
	Day of Week	Times	
June 1, 2012	March, 2012	8:00 am 9:15 am 10:30 am 1:00 pm 2:15 pm	
	2		Friday
	12		Monday
	13		Tuesday
	14		Wednesday
	15		Thursday
	16		Friday
	23		Friday
	28		Wednesday
	30		Friday
	April, 2012		
	4		Wednesday
	11		Wednesday
	13		Friday
	18		Wednesday
	20		Friday
	25		Wednesday
	27		Friday
	30		Monday
	May, 2012		
	1		Tuesday
2	Wednesday		
July 1, 2012	February, 2012	8:00 am 9:15 am 10:30 am 1:00 pm 2:15 pm	
	8		Wednesday
	10		Friday
	15		Wednesday
	17		Friday
	22		Wednesday
	24		Friday
	29		Wednesday
	March, 2012		
	2		Friday
	12		Monday
	13		Tuesday
	14		Wednesday
	15		Thursday
	16		Friday
	23		Friday
	28		Wednesday
	30		Friday

Retirement Dates	Counseling Appointment Dates and Times		
		Day of Week	Times
July 1, 2012	April, 2012		8:00 am 9:15 am 10:30 am 1:00 pm 2:15 pm
	4	Wednesday	
	11	Wednesday	
	13	Friday	
	18	Wednesday	
	20	Friday	
	25	Wednesday	
	27	Friday	
	30	Monday	
	May, 2012		
	1	Tuesday	
	2	Wednesday	
	16	Wednesday	
	18	Friday	
	23	Wednesday	
	29	Tuesday	
	30	Wednesday	
	31	Thursday	
	June, 2012		
	1	Friday	

Employees' Retirement System
201 Merchant Street, Suite 1400
Honolulu, HI 96813
Phone (808) 586-1735 Fax. (808) 586-1677
<http://www4.hawaii.gov/ers>

___ SSS to send confirmation letter
___ SSS to send retirement packet
_____ date assigned to SSS

RETIREMENT COUNSELING APPOINTMENT REGISTRATION FORM

(Please print)

The following information is needed for your registration:

Name: _____ S. S. No.: _____
 Address: _____ Birth date: _____
 _____ Phone: _____ (W) _____ (H)

(1) Retirement Date: _____

(Your retirement date must be the 1st of the month except for December when retirement can be either the 1st or 31st of the month)

2) Appointment: Date: _____ Time: _____ am / pm

(3) Please indicate your retirement plan: Contributory Noncontributory Hybrid

(4) Do you need an application packet? Yes No

(5) Have you already filed a retirement application for your retirement date? Yes No

(6) Do you need an estimate for the retirement date in Item #1 above? Yes No

Beneficiary Name (one only): _____ Birth date: _____

Relationship: _____

(7) Position Title: _____

Department: _____ State -or- County of _____

(8) Do you have a claim for acquisition of service?

* Claim Attached - or - Claim was submitted on: _____

* If you need to file a claim for service, visit our website to print the claim form or contact the ERS to request the form. All requests and payments must be completed before your retirement date.

FOR ERS USE ONLY
Initials: _____ Date: _____