

**EMPLOYEES' RETIREMENT SYSTEM**  
**COUNSELING APPOINTMENTS FOR EMPLOYEES**  
**RETIRING Spring 2017**

The ERS has scheduled counseling appointments for employees retiring in 2017 on March 1, April 1, May 1, June 1, and July 1 on Oahu only. Neighbor island employees may contact our island district liaisons 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 for 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 <http://ers.ehawaii.gov/> for more retirement information.

## EMPLOYEES' RETIREMENT SYSTEM

Retirement Dates	Counseling Appointment Dates and Times		
<b>March 1, 2017</b>	January 2017	Day of Week	Times
			8:00 AM
			9:15 AM
			10:30 AM
			1:00 PM
	30	Monday	2:15 PM

<b>April 1, 2017</b>	February 2017	Day of Week	Times
	1	Wednesday	8:00 AM 9:15 AM 10:30 AM 1:00 PM 2:15 PM
	8	Wednesday	
	10	Friday	
	14	Tuesday	
	16	Thursday	
	22	Wednesday	
	24	Friday	
	28	Tuesday	
	March 2017	Day of Week	
	2	Thursday	

<b>May 1, 2017</b>	February 2017	Day of Week	Times
	1	Wednesday	8:00 AM 9:15 AM 10:30 AM 1:00 PM 2:15 PM
	8	Wednesday	
	10	Friday	
	14	Tuesday	
	16	Thursday	
	22	Wednesday	
	24	Friday	
	28	Tuesday	
	March 2017	Day of Week	
	2	Thursday	
	8	Wednesday	
	10	Friday	
	14	Tuesday	
	16	Thursday	
20	Monday		
21	Tuesday		

	22	Wednesday
	23	Thursday
	24	Friday
	29	Wednesday
	31	Friday

2/8/2016

### EMPLOYEES' RETIREMENT SYSTEM

Retirement Dates	Counseling Appointment Dates and Times		
<b>June 1, 2017</b>	<b>February 2017</b>	<b>Day of Week</b>	<b>Times</b>
	1	Wednesday	
	8	Wednesday	
	10	Friday	
	14	Tuesday	
	16	Thursday	
	22	Wednesday	
	24	Friday	
	28	Tuesday	
	<b>March 2017</b>	<b>Day of Week</b>	
	2	Thursday	
	8	Wednesday	
	10	Friday	
	14	Tuesday	8:00 AM
	16	Thursday	9:15 AM
	20	Monday	10:30 AM
	21	Tuesday	1:00 PM
	22	Wednesday	2:15 PM
	23	Thursday	
	24	Friday	
	29	Wednesday	
	31	Friday	
	<b>April 2017</b>	<b>Day of Week</b>	
	4	Tuesday	
	7	Friday	
	12	Wednesday	
	13	Thursday	
	21	Friday	
	25	Tuesday	

	26	Wednesday
	27	Thursday
	28	Friday
	<b>May 2017</b>	<b>Day of Week</b>
	2	Monday

2/8/2016

### EMPLOYEES' RETIREMENT SYSTEM

Retirement Dates	Counseling Appointment Dates and Times			
	February 2017	Day of Week	Times	
July 1, 2017	1	Wednesday	8:00 AM 9:15 AM 10:30 AM 1:00 PM 2:15 PM	
	8	Wednesday		
	10	Friday		
	14	Tuesday		
	16	Thursday		
	22	Wednesday		
	24	Friday		
	28	Tuesday		
	<b>March 2017</b>	<b>Day of Week</b>		
	2	Thursday		
	8	Wednesday		
	10	Friday		
	14	Tuesday		
	16	Thursday		
	20	Monday		
	21	Tuesday		
	22	Wednesday		
	23	Thursday		
	24	Friday		
	29	Wednesday		
	31	Friday		
	<b>April 2017</b>	<b>Day of Week</b>		
	4	Tuesday		
	7	Friday		
	12	Wednesday		
	13	Thursday		

	21	Friday
	25	Tuesday
	26	Wednesday
	27	Thursday
	28	Friday

2/8/2016

**EMPLOYEES' RETIREMENT SYSTEM**

<b>Retirement Dates</b>	<b>Counseling Appointment Dates and Times</b>			
<b>July 1, 2017</b>	<b>May 2017</b>	<b>Day of Week</b>	<b>Times</b>	
	1	Monday	8:00 AM 9:15 AM 10:30 AM 1:00 PM 2:15 PM	
	2	Tuesday		
	4	Thursday		
	10	Wednesday		
	12	Friday		
	17	Wednesday		
	19	Friday		
	24	Wednesday		
	26	Friday		
	31	Wednesday		
	<b>June 2017</b>	<b>Day of Week</b>		
	1	Thursday		

<b>August 1, 2017</b>	<b>March 2017</b>	<b>Day of Week</b>	<b>Times</b>
	8	Wednesday	8:00 AM 9:15 AM
	10	Friday	
	14	Tuesday	
	16	Thursday	
	20	Monday	
	21	Tuesday	
	22	Wednesday	
	23	Thursday	
	24	Friday	
	29	Wednesday	
	31	Friday	

	<b>April 2017</b>	<b>Day of Week</b>	10:30 AM
	4	Tuesday	1:00 PM
	7	Friday	2:15 PM
	12	Wednesday	
	13	Thursday	
	21	Friday	
	25	Tuesday	
	26	Wednesday	
	27	Thursday	
	28	Friday	

2/8/2016

### EMPLOYEES' RETIREMENT SYSTEM

<b>Retirement Dates</b>	<b>Counseling Appointment Dates and Times</b>			
<b>August 1, 2017</b>	<b>May 2017</b>	<b>Day of Week</b>	<b>Times</b>	
	1	Monday		
	2	Tuesday		
	4	Thursday		
	10	Wednesday		
	12	Friday		
	17	Wednesday	8:00 AM	
	19	Friday	9:15 AM	
	24	Wednesday	10:30 AM	
	26	Friday	1:00 PM	
	31	Wednesday	2:15 PM	
		<b>June 2017</b>	<b>Day of Week</b>	
		1	Thursday	
		21	Wednesday	
		23	Friday	
		28	Wednesday	
		30	Friday	

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

___ 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 1<sup>st</sup> of the month except for December when retirement can be either the 1<sup>st</sup> or 31<sup>st</sup> 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: _____