



# Important Points To Know...

when filing the

## *Application for an Estimate of Service Retirement Allowance (Form 9)*

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Please review the following information in regards to requesting a retirement allowance estimate. For retirement counseling call: 410-625-5555 or 1-800-492-5909.

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- Completion of a request for an estimate (Form 9) does not obligate you to retire on the date entered on the form.**
- The estimate of the options selected on the form does not include any unused sick leave days you may have at the time of retirement. At retirement, your employer will certify any unused sick leave days to the Retirement Agency but you must retire within 30 days of separating from employment in order to be credited with these days. These days are then converted into months and increase the monthly benefit you will actually receive.
- The estimates do not include deductions for taxes, health insurance, etc. They are estimated gross monthly amounts.
- You must claim any military service you have prior to your retirement. Military service claimed prior to submission of the estimate form (Form 9) will reflect that military credit in the monthly benefits shown on the estimate.
- Active Members Only:** Submit the Request to Purchase Previous Service (Form 26) if you want to purchase any eligible service that is not in your account. A purchase request must be submitted to SRA prior to retiring. You may request the cost to purchase eligible service when you are within 12 months of retiring. If you are submitting a purchase request, you should submit the estimate form (Form 9) and check the bottom of the form in order to receive an estimate based on your service with and without the purchase.
- Estimates will only be done if the retirement date that you entered on the form is within one year of the date when the form was completed. You must also be eligible to retire on the date that you selected. Retirement dates are always the first of the month.
- Once your first retirement check is paid (payments are made the end of the month), you may not change your payment option so selection of this option is very important. Your option selection may affect your beneficiary's eligibility for continued health insurance.

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Maryland State Retirement and Pension System  
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[www.sra.state.md.us](http://www.sra.state.md.us)

## Important Points to Know when filing the *Application for an Estimate of Service Retirement Allowance* (Form 9)

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- Provide a beneficiary's name, relationship to you, date of birth, and gender if you are interested in a dual-life annuity and ongoing beneficiary health benefit coverage. If you choose Option 2 or Option 5, the beneficiary may not be more than ten years younger than you unless the beneficiary is your spouse or your disabled child. You may still provide a monthly benefit to a beneficiary more than ten years younger who is not your spouse or disabled child under Option 3 or Option 6.
- Review your Benefits Handbook which may be found on the Retirement Agency website at [www.sra.state.md.us](http://www.sra.state.md.us) for an explanation regarding each payment option.

You may also speak with a retirement benefits specialist to discuss the options either by making an appointment or by calling a retirement benefits specialist at 410-625-5555 or toll-free 1-800-492-5909.

- Due to the volume of requests, the Retirement Agency does not acknowledge receipt of estimate requests. Please allow six to eight weeks for processing.
- Return this form to the address below or fax to 410-468-1707.
- When you are ready to start receiving your retirement benefit, please contact your retirement coordinator, a retirement benefits specialist or visit the Retirement Agency website to receive the necessary forms.