

**GROUP BRIEFING AND INDIVIDUAL COUNSELING/FILING SESSIONS FOR EMPLOYEES  
RETIRING FROM DECEMBER 1, 2009 THROUGH APRIL 1, 2010**

The ERS has scheduled group retirement briefings for employees retiring from December 1, 2009 through April 1, 2010. ERS Staff will counsel employees individually on their retirement benefits and assist them with the completion of retirement forms. Neighbor Island employees must schedule an appointment with an ERS representative on their respective island.

If you wish to schedule an appointment, please select an appointment date and time and return the attached form at least 4 weeks prior to your session date. Your appointment must be at least 30 days prior to and no more than 150 days prior to your retirement date. A written confirmation of your appointment and a map showing the location will be sent to you.

| <b>RETIREMENT DATE</b>                    | <b>SESSION DATES</b>  | <b>APPOINTMENT TIMES</b> | <b>LOCATION</b>               |
|---|---|--------------------------|-------------------------------|
| December 1, 2009                          | August 7 (Friday)<br>August 20 (Thursday)<br>September 11 (Friday)<br>September 17 (Thursday)<br>October 1 (Thursday)<br>October 8 (Thursday)<br>October 15 (Thursday)<br>October 23 (Friday)<br>October 29 (Thursday)  | 8 a.m. 10 a.m. 1 p.m.    | Ala Wai Golf Course Clubhouse |
| December 31, 2009<br>&<br>January 1, 2010 | August 7 (Friday)<br>August 20 (Thursday)<br>September 11 (Friday)<br>September 17 (Thursday)<br>October 1 (Thursday)<br>October 8 (Thursday)<br>October 15 (Thursday)<br>October 23 (Friday)<br>October 29 (Thursday)<br>November 5 (Thursday)<br>November 19 (Thursday) | 8 a.m. 10 a.m. 1 p.m.    | Ala Wai Golf Course Clubhouse |
| February 1, 2010                          | September 11 (Friday)<br>September 17 (Thursday)<br>October 1 (Thursday)<br>October 8 (Thursday)<br>October 15 (Thursday)<br>October 23 (Friday)<br>October 29 (Thursday)<br>November 5 (Thursday)<br>November 19 (Thursday)  | 8 a.m. 10 a.m. 1 p.m.    | Ala Wai Golf Course Clubhouse |
| March 1, 2010                             | October 8 (Thursday)<br>October 15 (Thursday)<br>October 23 (Friday)<br>October 29 (Thursday)<br>November 5 (Thursday)<br>November 19 (Thursday)  | 8 a.m. 10 a.m. 1 p.m.    | Ala Wai Golf Course Clubhouse |
| April 1, 2010                             | November 5 (Thursday)<br>November 19 (Thursday)   | 8 a.m. 10 a.m. 1 p.m.    | Ala Wai Golf Course Clubhouse |

***Mail your registration form as soon as possible as each session is limited to 20 applicants.***

## RETIREMENT FILING SESSION REGISTRATION FORM

**(Please print)**

The following information is needed for your registration:

Name: \_\_\_\_\_ SSN: \_\_\_\_\_

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) Session: 1<sup>st</sup> choice: Date: \_\_\_\_\_ Time: \_\_\_\_\_

2<sup>nd</sup> choice: Date: \_\_\_\_\_ Time: \_\_\_\_\_

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

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

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

(6) Do you have a current estimate? Yes  No

Beneficiary Name: \_\_\_\_\_ 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: \_\_\_\_\_