



Prior to submitting your application for retirement, it is recommended that you contact the Educational Retirement Board to confirm your eligibility and request a retirement benefit estimate. APS does not provide retirement benefit estimates. You may contact the Educational Retirement Board at (505) 888-1560. If you are eligible to retire from APS, follow the steps outlined below. Complete and submit your retirement application at least **60 days prior** to the effective date of your retirement, **but not more than 90 days prior**.

Simple Retirement Steps:

1. **Application for Retirement** – Complete Section 1 of the New Mexico Educational Retirement Board (NMERB) **Application for Retirement**. Only name a beneficiary if you are interested in Option B or C benefits. Attach a copy of your birth certificate. Include a copy of your beneficiary's birth certificate only if you would like an estimate for Option B and C. Please **do not** complete the Employer Certification form (page 2 of the NMERB application). The APS Employee Benefits Department will complete that form.
 2. **Letter to APS Superintendent** – Write a **retirement letter** to the Superintendent with the following information: your name, home address, work location name, job title, employee number, social security number, and last day of active employment and date of retirement. A sample letter is enclosed in this packet which may be used in place of your own letter if preferred.
 3. **Post Retirement Additional Life Insurance** – If you are currently enrolled for Additional Term Life Insurance as an active APS employee, you may choose to continue the insurance at a reduced amount, usually \$25,000. Complete the **Post Retirement Additional Term Life Insurance form** enclosed in this packet. The Employee Benefits Department will bill you for the prorated premium. ****If you do not submit the Post Retirement Additional Term Life Insurance form, you automatically decline the coverage and will no longer be eligible to enroll**.**
 4. **Return Retirement Forms** – **Mail or deliver all original, signed Retirement forms** (Retirement Application, Letter to Superintendent and Post Retirement Group Life Insurance form, if applicable, and copy of Birth Certificate(s) to: **Albuquerque Public Schools, Employee Benefits Department, P.O. Box 25704, Albuquerque, NM 87125-0704**. Employee Benefits will complete Section II of the Application for Retirement form and forward to NMERB along with a copy of your birth certificate(s) for processing. The NMERB will mail you a packet of information, including a printout of your **estimated** Retirement Benefit, Direct Deposit Form and additional retirement information. You will receive an acknowledgement letter signed by the Superintendent.
 5. **403(b) and 457(b) Participants** – If you have an APS 403(b) or 457(b) Plan and intend to take a distribution (or do roll-over) either on or shortly after your retirement date, please contact the Employee Benefits Department at (505) 889-4821 or (505) 889-4859 to discuss this action.
 6. **Exit Interview Questionnaire** – After you have submitted all of your retirement paperwork please visit **<https://www.surveymonkey.com/r/APS-Exit-Interview>** to complete the APS exit questionnaire.
- **Effective Date of Retirement** – Your **retirement date** is always the 1st day of the month following a month in which you worked **Employees on a 9-month contract who complete a school year in May must indicate July 1 as their retirement date.**
 - **ALL** of your technology systems access, **including APS email**, will be deactivated on your effective date of retirement
 - **APS Benefit Plan Coverage** – Your APS benefits will end on the last day of the month in which you are actively employed or at the end of the month in which you receive your last paycheck. This includes medical plan, dental plan, vision plan, life insurance, long-term disability insurance and flexible spending accounts. **Example 1:** (Retire July 1st – 9-month School Year Contract) – Generally, you will continue to receive summer reserve paychecks through the last paycheck of your contract. Your benefits with APS end at the end of the month in which you receive your last paycheck, **provided all benefit premiums have been paid in full.** **Example 2:** (Retire January 1st – 9-month School Year Contract – Your benefits will end December 31st, **provided all benefit premiums have been paid in full.** **Example 3:** (Retire July 1st – 218, 226, 228, 248, and Full-Year Contracts) – Your benefits will end on the last day of the month in which you are actively employed (June 30th), **provided all benefit premiums have been paid in full.** APS has numerous contracts, if you are not sure when your benefit coverage with APS ends, please contact the Employee Benefits Department at (505) 889-4859.
 - **Retiree Health Care Insurance Coverage** – As a Retiree from APS, you are automatically eligible to enroll for benefits with the **New Mexico Retiree Health Care Authority (NMRHCA)**. **Enrollment is not automatic** - you must contact the NMRHCA at (505) 222-6400 or 1-800-233-2576 to request an application packet and rate sheet for Retiree Health Care insurance if you want health care insurance as part of your retirement.

Questions Regarding Retirement – If you have questions concerning your eligibility for retirement, estimated retirement benefit, or current balance in your retirement account, please contact the NMERB toll free at 1 (866) 691-2345 or Albuquerque (505) 888-1560 or Santa Fe (505) 827-8030. APS does not have access to this information.