

**MICHIGAN STATE UNIVERSITY
APPLICATION FOR RETIREMENT FOR UNIVERSITY SUPPORT STAFF**

Complete this form to apply for "official" retirement from the University. It should be completed at least 90 days prior to your retirement date and sent to the Benefits office at 140 Nisbet Building. Just before your retirement date, the Benefits office will prepare information and forward it to you. If you have questions please contact the Benefits office at 517-353-4434 or if calling long distance 1-800-353-4434.

*****TO BE COMPLETED BY EMPLOYEE*****

Name _____ Soc. Sec.# _____ Birthdate _____
Spouse's Name _____ Soc. Sec.# _____ Birthdate _____
Home Address _____ Home Phone _____
Dept Name _____ Dept # _____ Dept Phone _____
Title _____ Employment Date _____

In accordance with Michigan State University retirement policy, I apply for retirement effective _____

My last day actively at work will be _____

- I will use all vacation before official retirement.
 I will be paid in a lump sum for all vacation.
 I will use some vacation and have some paid in a lump sum.

Note: Vacation time not taken before the effective date of your retirement will be paid in a lump sum payment.

If eligible for the University's Non-Contributory Retirement Plan (UNCRP), I will be contacted by the Retirement Office regarding my available options through that plan. I contributed to the Base Retirement Plan and will contact the fund sponsor(s) directly regarding my payout options.

I understand that I may revoke this application only if I do so within 7 days after signing it.

Employee Signature _____ Date _____

*****TO BE COMPLETED BY DEPARTMENT*****

Department Contact _____ Phone # _____ Email Address _____

Authorized Department Signature _____
Date _____

Retirement Information

Vested: 15/62 or 25 **Contribution %:** 100% 75% 50% **PDU:** Has Eligible None

UNCRP Option Sel: none single half full 2/3rds lump sum **UNCRP Grp Cd.:** none frozen comparison