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Board Election

In early October 2016, all retired members of PSERS will receive a ballot to vote in a Board election to select a retired member representative for the PSERS Board of Trustees. The term is for three years beginning January 2017. Biographies of the candidates are included on the following page.

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New for Spring 2017: New Member Self Service Application

PSERS will be launching a new Member Self Service (MSS) application next spring. MSS is a browser-based application that will provide you with 24-hour access to your retirement account from the convenience of your computer at home. With an account, you will be able to:

- Update your mailing address.
- Manage your phone numbers and email address.
- Generate an income verification letter from PSERS.
- View disbursements.
- Calculate federal tax withholding using an online calculator.
- View and update pension payment tax withholding.
- Receive correspondence electronically.
- View correspondence from PSERS securely.
- Read PSERS-related news and alerts.
- Nominate/change a beneficiary (if eligible).
- View your check change letters.
- View your 1099-R.

Keep your eye out for more information in the next newsletter!

The Public School Employees' Retirement System (PSERS) provides this document for educational and informational purposes. Information in this document is general in nature, does not cover all factual circumstances, and is not a complete statement of the law or administrative rules. The statements in this document are not binding. In any conflict between the statements in this document and applicable law or administrative rules, the law and administrative rules will prevail. This document is designed solely to provide an overview of benefits available to PSERS members and is not intended to be a substitute for retirement counseling. The contents of this newsletter may not be used for any commercial purpose without PSERS' prior written permission.

Board Election: Candidate Biographies

W. RODNEY STONE



During 41 years in education, Mr. Stone served as principal of two Central Bucks high schools, district technology coordinator, business teacher, athletic director and coach. In retirement, he served as interim principal in Quakertown HS, Director of Graduate Education and adjunct professor at DelVal University. Leadership experiences included PIAA Board presidency, PIAA District One treasurer and chairmanship. In his community, he is an elected township auditor and serves on the County Adult Accountability Panel. He is honored to be in the CBHS West and Southeast PA Wrestling Coaches' Hall of Fame.

He earned his bachelor's degree (Business Management) from Widener University and his master's (School Leadership) from Arcadia University. Mr. Stone and wife, Dr. Suzanne Laverick-Stone, are proud to have four children and four grandchildren.

LEONARD A. HEARD



Leonard A. Heard retired in 2006 from the School District of Philadelphia. During his tenure, he served as principal at William Penn High School, assistant principal at Martin Luther King HS and Jay Cooke Middle School, administrative assistant, teacher and non-teacher assistant. While serving as principal of William Penn High School, he administered a \$13 million budget. Mr. Heard is a board member of Absalom Jones Foundation, serves as vice president of the National Freedom Day Association and is Grand Master of Prince Hall Masons of Pennsylvania.

Mr. Heard is married with three children and two grandchildren. He enjoys music and reading. His honors and awards include University, U.S. Navy, Fraternity, Masonic, NAACP, National Action Network, Rainbow Push Coalition, Education, and School District of Philadelphia.

MELVA S. VOGLER



Melva S. Vogler seeks re-election representing annuitants on the PSERS Board. She has been a member of the PSERS Board since 1994 and Board Chair since 2007. Ms. Vogler earned her bachelor's degree from Susquehanna University and her master's degree from Marywood College. She retired from the Wallenpaupack Area School District in 2013. Ms. Vogler currently serves on PSEA's Staff Pension Board and was a member of PSEA's Board of Directors. She is currently serving on the National Council on Teacher Retirement (NCTR) Legislation Committee and has been President of NCTR. She has also served on the executive committee of the Council of Institutional Investors (CII). Ms. Vogler is currently a member of PASR and PSEA-R.

Ms. Vogler and her husband have two adult children.

2017 Payment Calendar

PSERS pays monthly retirement benefits on the last business day of the month for which they are due. Because PSERS group health insurance premiums are payable in advance, your medical deduction is for the following month. For example, PSERS will pay your January benefit on January 31, but the medical deduction is for February.

Benefit for Month of:	In 2017 Paid on:	Medical Deduction for Month of:
January	January 31	February
February	February 28	March
March	March 31	April
April	April 28	May
May	May 31	June
June	June 30	July
July	July 31	August
August	August 31	September
September	September 29	October
October	October 31	November
November	November 30	December
December	December 29	January 2018

Missing Payments

Payments sent via electronic transfer to your financial institution should be in your account by 9:00 a.m. on the last business day of the month. If your electronic deposit is not in your account by that time, ***you should contact your financial institution to make sure the delay was not within their system.*** If no record of the transfer is found, ask them to verify your account number and the institution's routing number; you should then verify this information against the form(s) you submitted to PSERS.

Payments mailed to your home address may take additional time to reach you. ***Contact PSERS if your check does not arrive by the 10th of the following month*** (e.g., your January check has not arrived by February 10). Waiting until the 10th of the month allows the post office sufficient time to forward your check to you or reroute misdirected mail. You should contact PSERS immediately if you know that your check was stolen or destroyed.

PSERS
5 N 5th Street
Harrisburg PA
17101-1905

Toll-Free
1.888.773.7748
Local Calls
717.787.8540
FAX
717.772.3860

Phone Hours
Weekdays
(except holidays):
8:00 a.m. - 5:00 p.m.

Web Address:
www.psers.state.pa.us

Email Address:
ContactPSERS@pa.gov

**PSERS is proud to be
an equal opportunity
employer supporting
workforce diversity.**

PSERS Board of Trustees Meeting

December 7, 2016

PSERS Board meetings are held in Harrisburg at PSERS, located at 5 N 5th Street.

In addition to these Board meetings, Committee meetings are held throughout the year. All PSERS Board meetings are open to the public.

For exact meeting times or if you would like to attend and require an accommodation to participate, please call Barbara Book, PSERS Executive Office at 1.888.773.7748, extension 4617.

PSERS provides visually impaired readers with our publications in large print or on a CD. Please contact us to request these free services.

Return to Service Exceptions

If you return to Pennsylvania public school service as a PSERS retiree, you will stop receiving your monthly retirement benefit unless one of the following applies:

1. Employment Emergency - Employment due to an unforeseen emergency which increases the workload and creates a serious impairment of service to the public.
2. Personnel Shortage - Employment in the event of a shortage of appropriate subject-certified teachers or other personnel.
3. Extracurricular Position - Employment in an extracurricular position under a separate written contract.

You will not be eligible to earn or purchase service credits for the period of time you were employed under any of the return to service exceptions.

If PSERS determines that you do not qualify for any of these exceptions, your monthly payment will be suspended and you will again become an active, contributing member of PSERS. You will also be required to pay back the benefit you received while you were a PSERS retiree and working for a Pennsylvania public school employer. Your future pension payments may be reduced.

Before beginning service, you should confirm with the employer that your return was approved by PSERS.

Special rules may apply for employment in a community college, public university, or Pennsylvania charter school.

Refer to the *PSERS Return to Service Guidelines* (Publication #9682) for more information about return to service exceptions. Please contact your PSERS regional representative if you have questions about returning to service.

Impacts of Divorce on Your Pension

Divorce may affect your PSERS retirement account. If you are planning to or have divorced since retiring, you should notify PSERS. We can only pay benefits to a former spouse pursuant to a court-signed Domestic Relations Order. PSERS will not provide details regarding your individual retirement benefit to your spouse or your spouse's representative without your authorization.

Many members elected their spouse as a survivor annuitant when retiring. If you divorced after 1992, the former spouse will no longer automatically remain the survivor annuitant.

At the time of a divorce, members under age 70 1/2 may elect to retain the same survivor annuitant or elect a different survivor annuitant or retirement option. Members over age 70 1/2 may only elect a new spouse as a survivor annuitant.

You should also take time to review your beneficiary information to ensure that it complies with the approved domestic relations order. To update your beneficiary(ies) information with PSERS, complete and submit a *Nomination of Beneficiaries* (PSRS-187) form. The new form will supersede all previous forms.

For more information regarding divorce and your PSERS retirement benefit, refer to the *PSERS Divorce Guidelines* (Publication #9681).

Can I borrow from my PSERS Retirement Account?

No. The PSERS Retirement Code (Act 96 of 1975) prohibits members from borrowing money from or against their account to protect your PSERS benefit until retirement. Your funds in PSERS may neither be used for collateral nor attached or assigned. You will only receive funds from your account if you terminate service and apply for one of the following:

- Retirement
- Refund your contributions and interest

Additionally, you may not liquidate your monthly benefit into a lump-sum payment when you retire.

Direct Deposit

Direct deposit is a safe, reliable way to receive your PSERS monthly payments. To sign up, please complete and mail the *Authorization for Direct Deposit – Electronic Transfer of Monthly Benefit* (PSRS-116) located on the PSERS website. You may also call PSERS at 1.888.773.7748 to request a copy of the form.

Upon receipt of your properly completed form, we will update your account to stop the mailing of a paper check and authorize the electronic transmission of your retirement benefit to your bank account. It may take up to 60 days for direct deposit to become effective.

A confirmation letter is sent when your direct deposit request is processed. If you are changing the bank account where you would like to receive your benefit, PSERS strongly recommends that you do not close the old account until your monthly benefit payment is deposited successfully into your new account.

PSERS Resources for Retired Members

PSERS retirees have several resources available to help resolve concerns about:

- Missing benefit payments.
- Obtaining additional copies of the *IRS 1099-R* form.
- Obtaining Income Verification Information.
- Returning to service.
- Receiving health insurance.
- Submitting a Power of Attorney.

PSERS Website

Our website provides information and resources related to your PSERS retirement benefit. You will find topics including a schedule of monthly payments, health insurance information, and taxes on your benefit. All current publications and newsletters are also available online.

Interaction is PSERS' secure online application where you may print additional copies of your *Form 1099-R*, access income verification information, and view the check change letter.

PSERS Member Service Center (Call Center):

If you would like to speak to a PSERS representative regarding your retirement account, the Member Service Center is available each business day from 8:00 a.m. to 5:00 p.m.

Our representatives cannot provide you with financial advice, but they will explain your PSERS benefits and options.



Southwest Regional Office Relocation

The Southwest Regional Office serving Allegheny, Fayette, Green, and Washington counties has moved! The new address and contact information are as follows:

**300 Cedar Ridge Drive, Suite 301
Pittsburgh, PA 15205-1159**

Phone: 412.920.2014

Fax: 412.920.2015

Hours of operation are Monday through Friday, 8:30 a.m. - 5:00 p.m. (except holidays).



Update Your Addresses

The U.S. Post Office returns approximately 7,500 pieces of mail to PSERS each year due to invalid addresses. As a retiree, an up-to-date mailing address not only allows you to receive informational publications and your yearly *Form 1099-R*, but also ensures that you continue to receive your monthly benefit payment. **Regardless of how you receive your monthly benefit, your payments will be stopped if your mailing address is not valid. Your benefit payments will resume only after PSERS receives written notification from you of your correct address.**

Please submit any address changes to PSERS in writing. You can do this either by sending a letter to PSERS or by completing the *Change of Address for PSERS Retirees* (PSRS-1301) form that is on the PSERS website (see instructions below). You may also call PSERS at 1.888.773.7748 and request that the form be sent to you. Be sure to include your signature, last four-digits of your social security number, and the effective date of the change.

Forms for Retirees, including Direct Deposit and information on the Health Options Program

- [Authorization for Direct Deposit - Electronic Transfer of Monthly Benefit](#) - PSRS 116
- [Power of Attorney](#) - PSRS 248
- [Option Designation \(For Retirees Whose Survivor Annuitant is Deceased\)](#) - PSRS 631
- [Major Medical Comprehensive Claim Form](#)
- [PSERS Health Options Program](#) - PSRS 1165
- [Change of Address for PSERS Retirees](#) - PSRS 1301
- [PSERS Verification of Deposit](#) - PSRS 1326

Instructions to Access Change of Address for PSERS Retirees.

To download the *Change of Address for PSERS Retirees* and other forms, visit www.psers.state.pa.us and select "Forms" in the left sidebar. Then, scroll down to the bottom section titled "Forms for Retirees, including Direct Deposit and information on the Health Options Program." You must have Adobe Reader to access our forms. Although you may fill out most fields on the form directly on your computer, you also must print the document and sign your name. PSERS cannot accept the submission without your signature and date.



Commonwealth of Pennsylvania - Public School Employees' Retirement System

PSERS 1301-1905

Change of Address for PSERS Retirees

Mail Center

Instructions: If you are a PSERS retiree, please use this form to submit your change of address to PSERS. If you are an active PSERS member, you must submit your change of address to your employer—DO NOT use this form for this purpose.

Your Name: (Last, First, Middle Initial) _____ Your Social Security Number: _____

FORMER ADDRESS

Address _____
Address _____
City _____ State _____ Zip Code _____

NEW ADDRESS

Address _____
Address _____
City _____ State _____ Zip Code _____
Telephone Number (including area code) _____ Effective Date of Address Change _____

My monthly benefit is currently mailed to my home address.

My monthly benefit is currently direct deposit/electronically transferred to my account.

Member Certification

I hereby authorize and request the Public School Employees' Retirement System (PSERS) to change my mailing address to the new address listed above. I understand that this change of address will not alter any direct deposit/electronic transfer arrangement I may have. To start or change direct deposit/electronic transfer, form PSRS-116, *Authorization for Direct Deposit-Electronic Transfer of Monthly Benefit* must be completed.

Retiree Signature Only _____ Date _____

PSERS
5 N 5th Street
Harrisburg PA 17101-1905

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Public School Employees' Retirement System
Important Information from the
Commonwealth of Pennsylvania