



Office of Human Resources  
City of Springfield, Illinois

Misty Buscher, Mayor  
Nikki L. Baker, Director

#### RETIREMENT CHECKLIST

NAME:

SSN:

DATE:

- Contact your pension for an estimate and turn in the necessary documents required to retire.
- Submit a letter of resignation to your department and notify your supervisor.
- Contact City of Springfield Credit Union.
- Contact Deferred Compensation Program (money that has not been taxed is your responsibility W-4P).
- Update Life Insurance and all other beneficiaries if necessary.
- Contact IMRF for reciprocal participation if applicable.
- Submit your application for retirement with your pension system (Police, Fire, or IMRF).
- Contact payroll for your sick, vacation, and or comp payout.
- Contact Human Resources about your benefits.

Date of Retirement:

Signature:





Locally funded, financially sound.

# New Members



## Welcome to IMRF!

Your IMRF membership is a major financial asset, so it's important to understand your account.

## What is IMRF?

IMRF is a defined benefit plan that provides a lifetime of income protection. Your IMRF benefits include:

- **Retirement benefits**  
With enough time and service credit, you can become eligible for an IMRF pension. You never outlive your IMRF pension—it is payable for life.
- **Disability**  
Your IMRF benefits include disability protection if you become disabled. IMRF provides two types of disability benefits: temporary, and total and permanent.
- **Death benefits**  
IMRF provides certain benefits to your beneficiaries if you pass away.

## What are the details of my benefits?

Your specific benefits and eligibility requirements depend on your plan and tier.

Not sure what plan and tier you're in? Your welcome letter includes your plan and tier. You can also read more about plans and tiers [here](#).

## As a new member, what do I need to do first?

- Step 1: Read your welcome letter and review your membership information. If you notice any incorrect information, contact IMRF Member Services immediately.
- Step 2: Go to **IMRF Member Access** to sign into your account if you have one, or to sign up for your account if you don't. To stay informed about your IMRF account, you must use



Sign up for your Member Access Account!

Use Member Access to safely and securely:

- Update your contact information
- Update your beneficiaries
- View your Benefit Statement
- Ask questions about your account



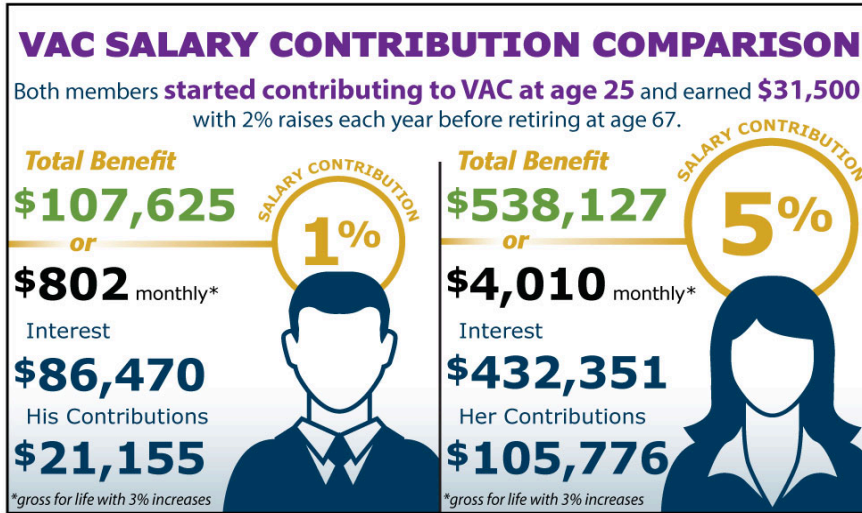
Glass Half Full Webinar: Understanding Your IMRF Benefits

If you are under 40 and would like to better understand the nature of IMRF and why you are making contributions, this workshop is for you! [Click here to sign up today.](#)

Member Access:

- All future correspondence from IMRF will be posted electronically to your Member Access account—it **will not be mailed to you**.
- Member Access is the best way to make changes to your personal information, complete and submit forms, and view your account information.
- Step 3: Complete your "**Designation of Beneficiary**" form (Available in Member Access). Your IMRF benefits include survivor benefits. If you do not have a beneficiary form on file with us, your default beneficiary is your estate.
- Step 4: Consider taking advantage of IMRF's Voluntary Additional Contributions (VAC) program—a valuable savings opportunity available only to IMRF members!

VAC is an easy way to save more for retirement. Here's an example of how VAC can increase your retirement savings:



Select your plan/tier under "Members" in the menu at the top of this page, and then click "Voluntary Additional Contributions" to learn more!