The Retirement Process
From Start to Finish
This webinar covers UC’s Retirement Process from start to finish step by step. We will review in detail:

• How and when to start the process
• What’s included in a Retirement Package
• Election worksheets and options
• Required documents
• How to submit your retirement election and required documentation
• The final confirmation letter
• How to track the progress of your retirement
• What to expect once you are retired
First Step - Decide your Retirement and Separation date*:

- You can begin the retirement process up to four months in advance
- RASC can begin processing your retirement package within 90 days of your retirement date
- The process typically takes 60-90 days from start to finish

*Separation date is your last day on pay status – it can be a work day, sick day or vacation day
How do I start the retirement process?

You can request your Retirement Initiation Packet by either:

• Contacting the UC Retirement Administration Service Center (RASC) via secure messaging through your UC Retirement At Your Service (UCRAYS) account.

  or

• Fill out the Request for Retirement Initiation Packet form found on UCnet: http://ucal.us/retirementform
WHAT TO DO IF YOU'RE
Preparing for retirement

You've had a long, successful career at UC and now retirement. The process is fairly easy, but it's important to consult a financial expert to ensure a comfortable retirement.

You can retire and receive UC benefits anytime after when you have at least five years of UC Retirement 50 or 55, depending on which tier of the pension plan.

Once you've decided to retire, you'll complete the election of your benefits. This process takes about a month.

To learn more about the process, attend one of our webinars.

Important update: The UC Retirement Administrators adjusted operations in response to the stay-at-home order. During this time, RASC representatives are still available to provide benefits information and process physical mail.

In light of these changes, UCRP members can initiate the retirement application process through UC Retirement At Your Service via UCRAVS.

Please note: If you plan to retire on July 1, it's recommended to register the process as early in April as possible.

1. Decide your retirement date and notify your department.
   Academic and staff employees should notify their department manager about their decision to retire three months before the retirement date.

   If you accrue vacation and want to use it before retiring, you need to get department approval first.

2. Know your retirement benefit options.
   Read the Retirement Handbook (PDF).

   Check out the retirement estimator tool on UC Retirement At Your Service (UCRAVS) to see estimates based on your salary and service credit. Or use the Retirement Roadmap on myUC Retirement.com to create a comprehensive picture of what your retirement income might be from all sources of income.

   Some campuses hold pre-retirement workshops to help you plan for retirement. Check with your Benefits Office or campus Retirement Center (if available) to see what they offer.

   Fidelity and UC also offer one-on-one meetings with financial planning and guidance counselors to help you with your retirement planning.

   If you want to know whether you're eligible for retiree health benefits, you can read about eligibility and UC's contribution to the premiums here.

3. Begin the application process.
   Contact the UC Retirement Administration Service Center (RASC) via UCRAVS secure message or contact your local Benefits Office to find out how to begin the retirement process, which varies depending on your UC location. (If you are an inactive UCRP member, you should contact the Retirement Administration Service Center.)

   Important: Your UC Retirement At Your Service (UCRAVS) account makes it easy for you to stay in touch with RASC throughout your retirement process. From your UCRAVS account, you can send a secure message and receive a response within 2-3 business days.

Request for Retirement Initiation Packet
(Includes Your Personal Retirement Profile)

Submit this form 3–4 months before your retirement date to the Retirement Administration Service Center (RASC) via e-fax to: 800-792-5178 or via mail to: University of California—RASC, P.O. Box 24570, Oakland, CA 94623-1570. Your retirement packet will not be generated until you are within 90 days of your retirement date.

Retiree Name (Last, First, Middle Initial) | Campus Location
---|---
Birth Date | Daytime Phone | Home Phone
Retirement Date: | Separation Date | Email Address
Home Mailing Address

Are you a faculty member? □ Yes □ No
Do you anticipate any changes in your current appointment prior to retirement? □ Yes □ No
If yes, please explain:
How to complete the Retirement Initiation Packet

(Page one of request form form continued)

ELIGIBLE SURVIVORS

Do you have any eligible survivors?  □ Yes  □ No

NOTE: A survivor may include spouse/domestic partner, dependent children (unmarried under the age of 18, or 22 if full-time student(s) or disabled), and/or dependent parents.

If yes, please provide name(s), birth date(s), relationship(s) and marriage/partnership date below:

<table>
<thead>
<tr>
<th>Name (Last, First, Middle Initial)</th>
<th>Birth Date</th>
<th>Relationship</th>
<th>Marriage/Partnership Date</th>
</tr>
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</tbody>
</table>

If you have a spouse/domestic partner, is he/she also a UC employee/retiree?  □ Yes  □ No

If you have an eligible child, is he/she disabled?  □ Yes  □ No

If yes, please provide the disability date:            |
How to complete the Retirement Initiation Packet
(Page two of request form)

CONTINGENT ANNUITANT

A contingent annuitant is a person to whom you choose to leave a monthly benefit after your death. To provide this benefit, you receive a reduced monthly benefit while you are alive. The person does not need to be an eligible survivor. You may name only one contingent annuitant. For more information, see the Retirement Handbook.

Do you want to name a contingent annuitant?  □ Yes  □ No

If yes, please provide the name and birth date of your contingent annuitant

Name (Please Print: Last, First, Middle Initial)  

Birth Date

DO YOU HAVE CALPERS/CALSTRS SERVICE?

Do you have any prior service with an employer under the Public Employees’ Retirement System (PERS) or the State Teachers' Retirement System (STRS)?  □ Yes  □ No

If yes, do you expect to apply for separate retirement benefits from either of these plans?  □ Yes  □ No

If yes, do you anticipate your 36-month average salary from CalPERS or CalSTRS to be higher than your UCRP highest average monthly salary?  □ Yes  □ No

NOTE: Benefits under PERS reciprocity requires the same retirement date as your UCRP retirement date.
How to complete the Retirement Initiation Packet

(Page two of request form continued)

<table>
<thead>
<tr>
<th>ARE YOU MOVING?</th>
</tr>
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<tbody>
<tr>
<td>Will you be moving upon retirement? □ Yes □ No</td>
</tr>
<tr>
<td>Move Date</td>
</tr>
<tr>
<td>Phone</td>
</tr>
<tr>
<td>New Address</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>UCRP ACTIONS</th>
</tr>
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<tbody>
<tr>
<td>Do you have any current UCRP actions in progress? If so, please indicate below. (These may include UCRP service credit buyback, pending UCRP service credit inquiry, UCRP Disability Income application and/or divorce settlement.)</td>
</tr>
</tbody>
</table>

Send your completed Retirement Initiation Packet to the Retirement Administration Service Center through UCRAYS or by fax at 510-217-9122 (1800-792-5178).
Next step - RASC will send your retirement paperwork which includes:

• Personal Retirement Profile which outlines your options
• Retirement Handbook
• Election Planning Worksheets (monthly retirement income and lump sum cashout)

• If you have questions when you receive your packet, Contact RASC via secure messaging through your UC Retirement At Your Service (UCRAYS) account.
# Sample Personal Retirement Profile

## MONTHLY RETIREMENT INCOME OPTIONS

| Monthly Retirement Option               | Lifetime monthly payment to you | UPON DEATH - Monthly payment to: |  
|----------------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|
|                                        |                                 | Eligible Survivor 25% of BRI    | Contingent Annuitant            | Combined to Eligible Survivor and Contingent Annuitant |
| Basic Retirement Income (BRI)           | $2,433                          | $608                            | not applicable                  | not applicable                  |
| Payment Option A                        | $2,219                          | $608                            | $1,611                          | $2,219                          |
| full continuance                        |                                 |                                 |                                |                                |
| Payment Option B                        | $2,285                          | $608                            | $1,118                          | $1,726                          |
| two thirds continuance                  |                                 |                                 |                                |                                |
| Payment Option C                        | $2,319                          | $608                            | $855                            | $1,463                          |
| one half continuance                    |                                 |                                 |                                |                                |
| Payment Option D                        | $2,357                          | not applicable                  | $1,178                          | $1,178                          |
| one half continuance to eligible spouse or domestic partner | | | | |
## Monthly Retirement Income Election Worksheet (With Retiree Insurance)

Please return your entire worksheet as soon as possible so we may prepare your election documents for signature.

<table>
<thead>
<tr>
<th>Name (Please Print: Last, First, Middle Initial):</th>
<th>Last 4 digits of Social Security Number:</th>
<th>Date of Birth:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Phone Number:</th>
<th>Email Address:</th>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Separation Date:</th>
<th>Retirement Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

### 1) Does the information in your personal retirement profile appear to be correct? Even if there is a problem, it probably won’t prevent you from completing this worksheet. Any needed corrections can still be made.

- [ ] Yes  
- [ ] No

If no, explain the problem:

### 2) Have you arranged with your department to separate from employment before your retirement date?

- [ ] Yes  
- [ ] No

If not, please note it is your responsibility to do so prior to your retirement date. The UC Retirement Administration Service Center (RASC) does not communicate with your department regarding your retirement plans.

### 3) Which retirement payment option do you want? (Check one)

- [ ] Basic Retirement Income  
- [ ] Option A  
- [ ] Option B  
- [ ] Option C  
- [ ] Option D

If you choose option A–D, who do you name as your contingent annuitant? (Changing your contingent annuitant from that listed in your Personal Retirement Profile will result in a recalculation of your retirement income based on the age of the new contingent annuitant. Please contact the UC Retirement Administration Service Center for more information.)

<table>
<thead>
<tr>
<th>Name:</th>
<th>Date of Birth:</th>
<th>Relationship:</th>
<th>Social Security Number:</th>
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</thead>
<tbody>
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</table>

Is your contingent annuitant’s address the same as yours?  
- [ ] Yes  
- [ ] No, please provide your contingent annuitant’s address:

<table>
<thead>
<tr>
<th>Address (Number, Street):</th>
<th>City, State, ZIP:</th>
</tr>
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<tbody>
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</table>
Sample Monthly Retirement Income Election Worksheet (With Retiree Insurance) continued

4) Do you have any eligible family members who may qualify to receive UCRP postretirement survivor continuance? (see the Retirement Handbook, please use a separate piece of paper for additional names)

- ☐ Spouse  ☐ Domestic Partner

<table>
<thead>
<tr>
<th>Name:</th>
<th>Date of Marriage/Partnership:</th>
<th>Date of Birth:</th>
<th>Social Security Number:</th>
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</table>

- ☐ Disabled Child  ☐ Eligible Child

<table>
<thead>
<tr>
<th>Name:</th>
<th>Date of Birth:</th>
<th>Disability Date, if applicable:</th>
<th>Social Security Number:</th>
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</table>

- ☐ Dependent Parent(s)

<table>
<thead>
<tr>
<th>Name:</th>
<th>Date of Birth:</th>
<th>Social Security Number:</th>
</tr>
</thead>
</table>

5) How much tax do you want to withhold from your retirement check?

**Federal Tax:**

- ☐ A. Withhold based on the tax table  ☐ Married  ☐ Single  Number of Allowances (e.g., 0, 1, 2, ...):

- ☐ B. Withhold a specific percentage  Percentage (do not withhold based on tax table):

- ☐ C. Withhold a flat dollar amount  Dollar Amount (can be combined with A. or B.):

- ☐ D. Do not withhold Federal income tax

- ☐ E. Non-Resident Alien tax treaty withholding  Country of Citizenship:  Country of Residence:

  - ☐ Yes  ☐ No

**California State Tax:**

- ☐ A. Withhold based on the tax table  ☐ Married  ☐ Single  Number of Allowances (e.g., 0, 1, 2, ...):

- ☐ B. Withhold a specific percentage  Percentage (do not withhold based on tax table):

- ☐ C. Withhold a flat dollar amount  Dollar Amount (can be combined with A. or B.):

- ☐ D. Do not withhold California income tax

- ☐ E. Non-Resident Alien tax treaty withholding  Country of Citizenship:  Country of Residence:

  - ☐ Yes  ☐ No
Sample Monthly Retirement Income Election Worksheet (With Retiree Insurance) cont.

<table>
<thead>
<tr>
<th>Name (Please Print: Last, First, Middle Initial):</th>
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6) If you have a CAP balance, how do you want the money to be distributed?  

- [ ] All of the distribution paid to you  
- [ ] Percentage of the distribution paid to you and a percentage of the distribution rolled over as indicated below (must add up to 100%)  
- [ ] All of the distribution rolled over as indicated below  

If you are rolling over all or part of your distribution, choose one:  

- [ ] UC’s Defined Contribution Plan  
- [ ] UC’s 403(b) Plan  
- [ ] UC’s 457(b) Plan  
- [ ] A traditional IRA  
- [ ] Roth IRA  
- [ ] Another qualified employer plan  

Please confirm with your employer plan they will accept the rollover.  

For any amount of your CAP distribution that is payable to you, UC must withhold 20% Federal income tax. In addition, if you are a California resident, do you want 2% California state income tax withheld?  

- [ ] Yes  
- [ ] No  

You have the option to have additional tax withheld. Indicate any additional tax withholding below:  

- [ ] Additional flat dollar Federal withholding amount:  
- [ ] Additional flat dollar California withholding amount:  

- [ ] Non-Resident Alien tax treaty withholding:  
- [ ] Country of Citizenship:  
- [ ] Country of Residence:  

7) Do you have funds in the UC Retirement Savings Program (DC Plan, 403(b) and/or 457(b))?  

- [ ] Yes  
- [ ] No  

If yes, would you like to speak with a Fidelity Retirement Planner about how to manage your retirement income and other important financial decisions?  

- [ ] Yes  
- [ ] No  

Contact Telephone Number:  

Best Time(s) for Contact:  

<table>
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<th>Name</th>
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</table>
Name (Please Print: Last, First, Middle Initial):

8) UC direct deposit for retirement.
   □ I wish to continue using my direct deposit agreement into retirement. Please allocate payments as follows (up to three accounts).
   Please note: If one of these accounts is not currently set up in the UC Payroll system, add to Section B below.

<table>
<thead>
<tr>
<th>Bank name</th>
<th>Last 4 digits of account number</th>
<th>Percentage of allocation (must add up to 100%)</th>
</tr>
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<tbody>
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</table>

If you wish to set up a new direct deposit agreement in retirement, complete the fields below. There may be a waiting period before your direct deposit change takes effect, determined by monthly process deadlines. Please note, UC rules do not permit direct deposit of UCRF payments to banks outside the United States.

Action (check one):
   □ New enrollment  □ Change my account. My current account will remain open until my new account is in effect.
   □ Change my account. I have closed my account. Send my future checks to my mailing address until my new account is in effect.
   □ Cancel direct deposit

A. Primary Account:
Account type for new enrollment or direct deposit change (check one):
   □ Savings account  □ Checking account
   □ Trust account (must be grantor type trust; tax ID number must be payee's SSN) check one box below:
      □ Trust savings account  □ Trust checking account
   □ Check, if you wish to deposit your monthly benefit into multiple accounts. Indicate the percentage _________% for the account listed in A and complete B. Additional account to total 100%.

For completion by payee—You must attach a voided printed check (not necessary for savings). Do not attach a deposit slip.

<table>
<thead>
<tr>
<th>Name of Financial Institution:</th>
<th>Account Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Branch Name and Address:</td>
<td></td>
</tr>
<tr>
<td>City, State, ZIP:</td>
<td></td>
</tr>
</tbody>
</table>

For completion by financial institution—(Not necessary if you attach a voided printed check.)

<table>
<thead>
<tr>
<th>Name of Financial Institution:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Branch Name and Address:</td>
</tr>
<tr>
<td>Bank Transit Routing Number:</td>
</tr>
</tbody>
</table>

I confirm the identity of the above-name payee and the account number. As a representative of the above-named financial institution, I certify that the financial institution agrees to receive and deposit the payment identified above.

| Signature of Representative: |
| Print/Type Representative's Name: |
| Date: |
Sample Monthly Retirement Income Election Worksheet (With Retiree Insurance) cont.

Name (Please print: Last, First, Middle Initial):

B. Additional Account

Account type for new enrollment or direct deposit change (check one):
☐ Savings account  ☐ Checking account
☐ Trust account (must be grantor-type trust; tax I.D. number must be payee's SSN) check one box below:
☐ Trust savings account  ☐ Trust checking account

Indicate the percentage __________% for the account listed below to total 100%. If your percentages do not add up to 100%, the balance will be assigned to the primary account.

For completion by payee—You must attach a voided printed check (not necessary for savings). Do not attach a deposit slip.

Name of Financial Institution: __________________________ Account Number: __________________________

Branch Name and Address: __________________________ Branch Telephone Number: __________________________

City, State, ZIP: __________________________

For completion by financial institution—(Not necessary if you attach a voided printed check)

Name of Financial Institution: __________________________ Account Number (show the number exactly as required for direct deposit):

Branch Name and Address: __________________________ Branch Telephone Number: __________________________ Bank Transit Routing Number: __________________________

I confirm the identity of the above named payee and the account number. As a representative of the above named financial institution, I certify that the financial institution agrees to receive and deposit the payment identified above.

Signature of Representative: __________________________ Print/Type Representative’s Name: __________________________ Date: __________________________

Certification and Authorization (Signature(s) required)

I certify that I am entitled to the payment identified above, and that I have read and understand the information and instructions on this form. In signing below, I authorize my payments to be sent to my financial institution(s) and deposited to the account(s) I have designated. If any account designated is a trust account, I also certify that the account tax I.D. number is my Social Security number. I understand that any overpayment of benefits shall be returned to the Plan Administrator immediately on demand and any recipient of the overpayment shall hold such amounts in trust for the Plan Administrator. I authorize the University of California to debit my account for any amounts transmitted in error or after my death. If the funds have been withdrawn following my date of death, I authorize my financial institution to release to UC the name and address of the person(s) responsible for withdrawing the funds. I understand that if deposits are being made to a joint account the other account holder must sign the “Joint Account Holder’s Certification” (below). I further agree that if the account specified above becomes a joint account (or if the joint account holder changes), I must complete a new UCRS 150 form. I understand that this authorization will remain in effect until I cancel it by submitting a new UCRS 150 form.

Signature of Payee: __________________________ Date: __________________________

Joint Account Holder’s Certification

I certify that I have read these instructions. If the payee named above dies, I am to refund the University any payments deposited in our account that he or she was not entitled to receive. (Please notify UCRS of the death of the UCRS payee.)

Signature of Joint Account Holder: __________________________ Date: __________________________
Sample Monthly Retirement Income Election Worksheet (With Retiree Insurance) cont.

PRIVACY NOTIFICATIONS

STATE—The State of California Information Practices Act of 1977 (effective July 1, 1978) requires the University to provide the following information to individuals who are asked to supply information about themselves.

The principal purpose for requesting information on this form, including your Social Security number, is to verify your identity, and/or for benefits administration, and/or for federal and state income tax reporting. University policy and state and federal statutes authorize the maintenance of this information.

Furnishing all information requested on this form is mandatory. Failure to provide such information will delay or may even prevent completion of the action for which the form is being filled out. Information furnished on this form may be transmitted to the federal and state governments when required by law.

Individuals have the right to review their own records in accordance with University personnel policy and collective bargaining agreements. Information on applicable policies and agreements can be obtained from the Office of the President Staff and Academic Personnel Offices.

The official responsible for maintaining the information contained on this form is the Vice President—University of California Human Resources, 1111 Franklin Street, Oakland, CA 94607-1200.

FEDERAL—Pursuant to the Federal Privacy Act of 1974, you are hereby notified that disclosure of your Social Security number is mandatory. The University’s record keeping system was established prior to January 2, 1975 under the authority of The Regents of the University of California under Article IX, Section 3 of the California Constitution. The principal uses of your Social Security number shall be for state tax and federal income tax (under Internal Revenue Code sections 6011, 6051 and 6059) reporting, and/or for benefits administration, and/or to verify your identity.

9) If you are eligible to continue medical, dental, vision and/or legal coverage, do you want to continue your current coverage into retirement?

<table>
<thead>
<tr>
<th>Medical</th>
<th>☐ Yes ☐ No, please suspend as I will have other coverage</th>
<th>Vision</th>
<th>☐ Yes ☐ No, please cancel upon retirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental</td>
<td>☐ Yes ☐ No, please suspend as I will have other coverage</td>
<td>Legal</td>
<td>☐ Yes ☐ No, please cancel upon retirement</td>
</tr>
</tbody>
</table>

A. Actions which may require a medical plan change:

If you are enrolled in the UC Health Savings Plan and you and/or any of your covered dependents are eligible for premium free Medicare Part A, you must change medical plans upon retirement as these plans do not coordinate with Medicare.

Please select a new medical plan (non-Medicare/Medicare) below:

☐ Kaiser/Senior Advantage ☐ UC Blue & Gold/U C Medicare Choice ☐ UC Care/UC Medicare PPO ☐ Care/UC Medicare PPO

☐ UC High Option Supplement to Medicare (only available if you and all covered family members are enrolled in Medicare)

B. If you are electing to suspend your UC medical and/or dental coverage because you have other coverage, please provide the source of coverage:

☐ Currently will be covered as a dependent under another UC sponsored employee/retiree plan ☐ Name of the UC Employee/Retiree

☐ Currently will be covered under a non-UC insurance plan.

C. Do you plan to move outside the area where you currently live?

☐ Yes ☐ No ☐ If yes, provide address: ☐ Effective date of move:

Please note if any of the circumstances described in A–C above apply, a retirement counselor will mail you the UBEN 100 form (Retiree Continuation, Enrollment or Change) along with your retirement election documents. You must sign and return the UBEN 100, along with any necessary Medicare coordination forms, in order to complete these actions.

Please keep a copy of this form for your records.
Sample Lump Sum Cashout Election Worksheet

1) Does the information in your Personal Retirement Profile appear to be correct? Even if there is a problem, it probably won't prevent you from completing this worksheet. Any needed corrections can still be made.

☐ Yes ☐ No
If no, explain the problem:

2) Have you arranged with your department to separate from employment before your retirement date?

☐ Yes ☐ No
If not, please note it is your responsibility to do so prior to your retirement date. The UC Retirement Administration Service Center (RASC) does not communicate with your department regarding your retirement plans.

3) Do you have funds in the UC Retirement Savings Program (DC Plan, 403(b) and/or 457(b))? 

☐ Yes ☐ No
If yes, would you like to speak with a Fidelity Retirement Planner about how to manage your retirement income and other important financial decisions?

☐ Yes ☐ No
Contact Telephone Number: _____ Best Time(s) for Contact: _____

For most efficient processing: Submit completed forms using the Upload Documentation feature in UC Retirement At Your Service (UCRAYS). If you are unable to submit your form via UCRAYS, you can submit it by fax or mail, but this may delay the processing of your retirement. Do not submit documents more than once.

Contact RASC:
Phone: 800-888-4267, M-F, 8:30AM-4:30PM PT.
Fax: 800-792-5171
Mail: University of California - RASC
P.O. Box 24570
Oakland, CA 94622-1570
UCRAYS: http://retirement.berkeley.edu/
4) How do you want your Lump Sum Cashout distributed?

- All of the distribution paid to you
- Percentage of the distribution paid to you
- All of the distribution rolled over as indicated below

If you are rolling over all or part of your distribution, choose one:

- UC's Defined Contribution Plan
- UC's 403(b) Plan
- UC's 457(b) Plan
- A traditional IRA
- Roth IRA
- Another qualified employer plan

Name of the institution (required)

Please confirm with your employer that they will accept the rollover.

How do you want any amount of your LSC distribution that is attributable to after-tax contributions paid?

- All of the after-tax contributions paid to you
- All of the after-tax contributions rolled over to:

A traditional IRA
Roth IRA
Another qualified employer plan

Name of the institution (required)

Please confirm with your employer that they will accept the rollover.

For any amount of your Lump Sum Cashout that is payable to you, UC must withhold 20% Federal income tax. In addition, if you are a California resident, do you want 3% California state income tax withheld? Yes ☐ No ☐

You have the option to have additional tax withheld. Indicate any additional tax withholding below:

- Additional flat dollar Federal withholding amount:
- Additional flat dollar California withholding amount:
- Non-Resident Alien tax treaty withholding:

Country of Citizenship:
Country of Residence:
5) If you have a CAP balance, how do you want the money to be distributed?

☐ All of the distribution paid to you

☐ Percentage of the distribution paid to you and a percentage of the distribution rolled over as indicated (must add up to 100%):

<table>
<thead>
<tr>
<th>Percent to you:</th>
<th>Percent Rolled Over:</th>
</tr>
</thead>
</table>

☐ All of the distribution rolled over as indicated below

If you are rolling over all or part of your distribution, choose one:

☐ UC’s Defined Contribution Plan  ☐ UC’s 403(b) Plan  ☐ UC’s 457(b) Plan

☐ A traditional IRA  ☐ Roth IRA

☐ Another qualified employer plan

Name of the institution (required)

Please confirm with your employer that they will accept the rollover.

For any amount of your CAP distribution that is payable to you, UC must withhold 20% Federal income tax. In addition, if you are a California resident, do you want 2% California state income tax withheld?  ☐ Yes  ☐ No

You have the option to have additional tax withheld. Indicate any additional tax withholding below.

☐ Additional flat dollar Federal withholding amount:

☐ Additional flat dollar California withholding amount:

☐ Non-Resident Alien tax treaty withholding:

Country of Citizenship:  Country of Residence:

6) If you are also a member of the UCRP 2013 and/or 2016 Tiers, which retirement payment option do you want for the lifetime monthly benefit? (Check one)

☐ Basic Retirement Income  ☐ Option A  ☐ Option B  ☐ Option C
Next step – Submitting your election documentation

- On the home screen left menu, select “Upload Documentation.”
- Select the “Process” dropdown and choose “UCRP Retirement Election.”
- Use “Browse” to select the appropriate documentation from your device; repeat as many times as necessary.
- The “Submit” button will only display when at least one document is uploaded.
Submitting your election documentation cont.

- You’ll receive a confirmation that the uploaded documents have been submitted.
- Once all documents have been submitted, the Upload Documents feature is no longer displayed in the left column.
Next step - Upon receipt of your election worksheet

- RASC will prepare your final election forms for signature(s)*
- Along with your signed election form we will need the following required documents (if applicable):
  - If married - Marriage certificate
  - Domestic partnership: Domestic partner documentation
  - If naming a contingent annuitant: Birth evidence will be required (passport or birth certificate)
  - Eligible children: birth evidence (passport or birth certificate)

- *Signatures required: UC member, spouse or domestic partner (if applicable)
- There are other acceptable documents, please see your retirement handbook for a list of accepted
- Copies are acceptable
Final steps (your almost done!)

• RASC receives your retirement election documents and will do a final review of your retirement

• Once your retirement has been finalized you will receive a confirmation letter in the mail in about 4 to 6 weeks

• Please note - Change/cancel your election – You will have up until your retirement date or 15 days after the date in which your confirmation letter was sent, whichever is later
Your Confirmation letter will include:

- Your retirement date and separation date
- The last date to make any changes or cancel your retirement
- The retirement option chosen including amount, tax withholdings and the date of your first payment begins
- Payment delivery option: direct deposit information
Your Confirmation letter continued:

• Payments of benefits upon death include amount/(s) and eligible survivors/contingent annuitant.

• Health and Welfare benefits if applicable including coverages and covered members.

• Capital Accumulation Payment (CAP) including the amount, when it is payable and the distribution method.

• Your calculation details which include your HAPC, age factor and UCRP service credit.
Understanding the steps in your retirement process

As you complete the steps necessary to retire, the retirement application progress tracker will show you where you are in the process. Here’s an overview of each stage, including any actions you need to take.

**Retirement Initiated**
Congratulations! You have successfully begun the retirement process, and a Personal Retirement Profile (PRP) will be prepared and sent to you. Please note that your PRP will not be sent more than 90 days in advance of your retirement date.

**UC Is Preparing Your Personal Retirement Profile (PRP)**
Your PRP is being prepared, with information about:
- Your retirement income projections
- Your eligibility for retiree health insurance, if any
- The percentage of UC’s contribution to retiree health premiums you’ll receive, if applicable

You can expect your PRP and retirement packet within 2-3 weeks.

**PRP is Ready – Complete Your Election Instructions**
Your Personal Retirement Profile (PRP) has been prepared, and should be received within the next week. Once you receive your PRP, it is time for you to make a few important decisions about your retirement. If you wish to proceed with retirement, please complete and submit your election instructions as quickly as possible.

**PRP Expired**
Because you did not complete your election within 90 days after your retirement date, your PRP has expired. If you still wish to retire, you will need to restart the retirement process and create a new PRP.

**Election Initiated**
UC has received your election instructions and is preparing your election form for signature. You can expect your election form within 2-3 weeks.

**Sign and Submit Your Election Form**
Your election form is complete and has been sent to you to sign and submit. You should receive it within the next week. Please sign and submit your form, along with any required supporting documentation, as soon as possible. Important: If you are married or in a domestic partnership, your spouse or domestic partner must sign your retirement election form.

You may upload your signed election form and supporting documentation via UCRAYS, or submit it to the UC Retirement Administration Service Center by mail or fax.

**UC Received Signed Election**
UC has received your signed election form and will contact you if you need to provide additional information or documentation.

**Submit Required Documentation**
Documentation is required to complete your retirement application. If you have not already done so, please submit all required documentation listed on page 2 of your retirement election form.

**UC Reviewing Documentation**
UC is reviewing your election form and the documentation you submitted to ensure we have the information we need to continue processing your retirement.

**UC Confirming Calculation**
UC is confirming your retirement benefit calculations.

**Retirement Completed; Confirmation Sent**
Congratulations! Your retirement election is complete. Your confirmation has been sent and should arrive within 7 days. You have until your retirement date, or 15 days after the date of your confirmation letter (whichever is later), to cancel your retirement election.
Now that I’m retired
When can I expect my pension payment?

- Around the first of each month
- Electronically deposited to your bank
- Statements on UC Retirement At Your Service (UCRAYS)
- Income reported on 1099R form
Keep your personal information up to date

At UCRAVS you can do the following:

• Change tax withholding
• Update your address or email
• Change your direct deposit information
• Make health benefits changes during Open Enrollment
• Update UCRP beneficiary information

Use Fidelity website to update Retirement Savings beneficiaries: www.netbenefits.com
Stay connected

- *New Dimensions* newsletter
- myUCretirement.com
- ucnet.universityofcalifornia.edu
- Local resources
  - Emeriti and Retiree Associations
  - Retirement Centers
    - Location and contact information available on UCnet: ucnet.universityofcalifornia.edu/retirees
  - Health Care Facilitator
Additional Retirement Planning Resources

ucnet.universityofcalifornia.edu

Preparing for Retirement

myUCretirement.com

Ready to Retire track

WHAT TO DO IF YOU’RE
Preparing for retirement

You’ve had a long, successful career at UC and now you’re thinking of retirement. The process is fairly easy, but it’s important to plan ahead to consult a financial expert to ensure a comfortable worry-free retirement.

You can retire and receive UC benefits anytime after you become eligible when you have at least five years of UC Retirement Plan service credit 50 or 55, depending on which tier of the pension plan you’re in.

Once you’ve decided to retire, you’ll complete the application process for your benefits. This process takes about three months and is below.

To learn more about the process, attend one of our Preparing for Retirement webinars.

Important update: The UC Retirement Administration Service Center adjusted operations in response to the stay-at-home orders in effect throughout California. During this time, RASC representatives will be unable to answer calls or to receive and process physical mail in a timely manner.

In light of these changes, UCRP members can initiate and process their retirements electronically through UC Retirement At Your Service (UCRAYS) by following the steps below. To learn more about how to register, log in and use UCRAYS, visit Frequently Asked Questions about UCRAYS.

Please note: If you plan to retire on July 1, it’s recommended that you start this process as early in April as possible.

THINKING ABOUT RETIRING?

As you contemplate retirement, here’s what you need to know for a successful transition.

- Go to the full READY TO RETIRE page.
- Understand your retirement benefits.
- Estimate your retirement income.
- See the checklist of steps to retire.

See next steps, key resources, must-reads, and related classes, videos, and tools.
Understand how UC’s retirement benefits work and important decisions you need to make.
Are you ready to retire? Use our online tool to see the income you may have from UC sources.
The process to retire from UC is fairly easy, but it’s important to plan ahead.
Thank you

The information contained herein has been provided by the University of California and is solely the responsibility of the University of California.