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

- Filling out the Request for Retirement Initiation Packet form found on UCnet: https://ucal.us/retirementform
WHAT TO DO IF YOU'RE RETIRED

Preparing for retirement

You've had a long, successful career at UC and now it's time to retire. 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 you reach the retirement age of 50 or 55, depending on which tier of the pension plan you qualify for.

Once you've decided to retire, you'll complete the application process. This process takes about 6 months to complete.

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

Important update: The UC Retirement Administration (UCRAVS) has adjusted its operations in response to the stay-at-home order. During this time, the UCRAVS staff will work remotely, or to receive and process physical mail in a timely manner.

In light of these changes, UCRAVS members can initiate the retirement application process electronically through UC Retirement At Your Service (UCRAYS). Follow the steps below to learn how to register, log in, and manage your account.

Please note: If you plan to retire on July 1, it's recommended to complete the application process as early 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.

Check out the retirement estimator tool on UC Retirement At Your Service (UCRAYS) to see estimates based on your salary and service credit. You can also use the Retirement Roadmap on myUCRetirement.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 and retirement planning counselors to help you with your retirement planning.

If you want to know whether you're eligible for retiree health benefits, you can find out in the UCRAVS account. You can check if you're eligible and UC's contribution to the premiums here.

3. Begin the application process

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

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

RESOURCES

- Retirement Handbook
- UCRAYS
- myUCRetirement
- Financial Planning and Guidance Consultants
- Campus Contacts

# How to complete the Retirement Initiation Packet

*(Page one of request form)* *This is an online form*

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**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.

<table>
<thead>
<tr>
<th>Retiree Name (Last, First, Middle Initial)</th>
<th>Campus Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birth Date</td>
<td>Daytime Phone</td>
</tr>
<tr>
<td>Daytime Phone</td>
<td>Home Phone</td>
</tr>
<tr>
<td>Retirement Date:</td>
<td>Separation Date</td>
</tr>
<tr>
<td>Separation Date</td>
<td>Email Address</td>
</tr>
<tr>
<td>Home Mailing Address</td>
<td></td>
</tr>
</tbody>
</table>

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:

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How to complete the Retirement Initiation Packet

(Page one of request form form continued)

<table>
<thead>
<tr>
<th>ELIGIBLE SURVIVORS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you have any eligible survivors? □ Yes □ No</td>
</tr>
</tbody>
</table>

**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>
</thead>
<tbody>
<tr>
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<tr>
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</tr>
</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:
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.
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

<table>
<thead>
<tr>
<th>Monthly Retirement Option</th>
<th>Lifetime monthly payment to you</th>
<th>UPON DEATH - Monthly payment to:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Eligible Survivor 25% of BRI</td>
<td>Contingent Annuitant</td>
</tr>
<tr>
<td>Basic Retirement Income (BRI)</td>
<td>$2,433</td>
<td>$608</td>
<td>not applicable</td>
</tr>
<tr>
<td>Payment Option A full continuance</td>
<td>$2,219</td>
<td>$608</td>
<td>$1,611</td>
</tr>
<tr>
<td>Payment Option B two thirds continuance</td>
<td>$2,285</td>
<td>$608</td>
<td>$1,118</td>
</tr>
<tr>
<td>Payment Option C one half continuance</td>
<td>$2,319</td>
<td>$608</td>
<td>$855</td>
</tr>
<tr>
<td>Payment Option D one half continuance to eligible spouse or domestic partner</td>
<td>$2,357</td>
<td>not applicable</td>
<td>$1,178</td>
</tr>
</tbody>
</table>
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.

| Name (Please Print: Last, First, Middle Initial): |
| Job Title: | Last 4 digits of Social Security Number: | Date of Birth: |
| Phone Number: | Email Address: |
| Separation Date: | Retirement Date: |

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.)

| Name: | Date of Birth: | Relationship: | Social Security Number: |
|       |               |               |                         |

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>
</thead>
<tbody>
<tr>
<td>Name (Please Print: Last, First, Middle Initial):</td>
<td></td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td></td>
</tr>
</tbody>
</table>

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

- □ Spouse  □ Domestic Partner
  - Name: ____________________________ Date of Marriage/Partnership: ____________________________ Date of Birth: ____________________________ Social Security Number: ____________________________

- □ Disabled Child  □ Eligible Child
  - Name: ____________________________ Date of Birth: ____________________________ Disability Date, if applicable: ____________________________ Social Security Number: ____________________________

- □ Dependent Parent(s)
  - Name: ____________________________ Date of Birth: ____________________________ Social Security Number: ____________________________

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

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%)

<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

Name of the institution (required)

☐ Another qualified employer plan

Name of the institution (required)

Please confirm with your employer prior to any 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:
### Sample
Monthly Retirement Income Election Worksheet (With Retiree Insurance) cont.

**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>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
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</tr>
</tbody>
</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 UCPRP 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 I.D. 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 (show the number exactly as required for direct deposit):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Branch Name and Address:</th>
<th>Branch Telephone Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**City, State, ZIP:**

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

<table>
<thead>
<tr>
<th>Name of Financial Institution:</th>
<th>Account Number (show the number exactly as required for direct deposit):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Branch Name and Address:</th>
<th>Branch Telephone Number:</th>
</tr>
</thead>
<tbody>
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<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Bank Transit Routing Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

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/Typewriter Representative’s Name: | Date: |
### 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.

<table>
<thead>
<tr>
<th>Name of Financial Institution</th>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Branch Name and Address</th>
<th>Branch Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City, State, ZIP</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

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 (show the number exactly as required for direct deposit):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Branch Name and Address</th>
<th>Branch Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bank Transit Routing Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Signature of Representative:</th>
<th>Print/Type Representative’s Name:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

### 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 prior to my date of death, I authorize my financial institutions 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 160 form. I understand that this authorization will remain in effect until I cancel it by submitting a new UCRS 160 form.

<table>
<thead>
<tr>
<th>Signature of Payee:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
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</table>

**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.)

<table>
<thead>
<tr>
<th>Signature of Joint Account Holder:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Sample Monthly Retirement Income Election Worksheet (With Retiree Insurance) cont.

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

PRIVATE 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 benefit 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 campus or Office of the President Staff and Academic Personnel Office.

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 94607-5000.

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 6, 1975 under the authority of The Regents of the University of California under Article IX, Section 6 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, 6021 and 6029) 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?

[ ] Medical [ ] Yes [ ] No, please suspend as I will have other coverage
[ ] Vision [ ] Yes [ ] No, please cancel upon retirement

[ ] Dental [ ] Yes [ ] No, please suspend as I will have other coverage
[ ] Legal [ ] Yes [ ] No, please cancel upon retirement
[ ] Not Enrolled

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/UC Medicare Choice [ ] UC Care/UC Medicare PPO [ ] Core/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 or will be covered as a dependent under another UC-sponsored employee/retiree plan

[ ] Name of the UC Employee/Retiree

[ ] Currently or 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.
Lump Sum Cashout Election Worksheet

Please return your entire Lump Sum Cashout Election 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>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title:</td>
</tr>
<tr>
<td>Phone Number:</td>
</tr>
<tr>
<td>Separation Date:</td>
</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) 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:

Sample Lump Sum Cashout Election Worksheet
3 pages
Sample Lump Sum Cashout Election Worksheet continued

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

4) How do you want your Lump Sum Cashout 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: Percent to you: ________ Percent rolled over: ________
- [ ] 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
- [ ] Name of the institution (required):
- [ ] 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 □  Name of the institution (required)
- [ ] 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 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:
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%): Percent to you: _____________ Percent Rolled Over: _____________

☐ 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

Name of the institution (required)

☐ 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.

<table>
<thead>
<tr>
<th>Retired</th>
<th>UC Is Preparing Your Personal Retirement Profile (PRP)</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Election Initiated</td>
<td>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</td>
<td>You can expect your PRP and retirement packet within 2-3 weeks.</td>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td>Election Initiated</td>
<td></td>
<td>Sign and Submit Your Election Form</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UC Reviewing Documentation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UC Confirming Calculation</td>
<td></td>
<td></td>
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</tbody>
</table>

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

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**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.

**Retirement Process Glossary**

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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 (UCRAY S)
- Income reported on 1099R form
Keep your personal information up to date

At UCRAYS 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 taking 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 $5, depending on which tier of the pension plan you're in.

Once you've decided to retire, you'll complete the application process in accordance with your benefits. This process takes about three months and is detailed below.

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

Important update: The UC Retirement Administration Service Center is currently operating remotely to ensure the safety of our staff and community. During this time, RASC representatives will be unable to assist you in person, 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.
Thank you