Dear Member:

The enclosed forms must be completed and submitted to NHRS to apply for retirement. Please use this checklist and be sure all required forms/copies are submitted at least 30, but not more than 90 days prior to the effective date of retirement to avoid any delays in processing your application.

☐ Application for Retirement
  - Signature required in two places (Section II and Section V on Group I application; II and VI on Group II application)
  - Notarized signatures

☐ Mandatory Acknowledgement/Certification
  - Must be dated the same date or later than the application
  - Spouse signs “Part A”, if you are married
  - If not married, member must sign “Part B”
  - Notarized signature

☐ Form W-4P
  - Complete top section (name, address, social security number and filing status)
  - Complete Step 4, if additional withholding desired
  - If you wish to have no taxes withheld, please write "No Withholding" on the very bottom of the form
  - Sign and date

☐ Copy of Social Security card or Form W-9

☐ Electronic Direct Deposit (EDD)

☐ State Retirees ONLY:
  - Health Insurance Pre-Application

☐ Payment Options for Additional Contributions Form (if a participant in the Additional Contributions program)

☐ ADDITIONAL REQUIRED DOCUMENTS – COPIES must be provided to NHRS
  - Copy of marriage certificate (ONLY Group II)
  - Copy of beneficiary’s (ies’) birth certificate if Survivorship Option 2-4 selected
  - Copy of your birth certificate

Please contact NHRS if additional assistance is required. Thank you!