



New Hampshire Retirement System
54 Regional Drive, Concord, NH 03301
Phone: (603) 410-3500 - Fax: (603) 410-3501
Website: www.nhrs.org - Email: info@nhrs.org

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!