



Processing Terminations from State Employment

When processing a pension eligible employees' termination, one of the below documents must be completed for Pension purposes:

- 1) Member is **not** Vested
 - Complete Contribution Retention Notice form (CRN)
 - Application for Withdrawal of Benefits (WB-1)

- 2) Member is Vested –
 - Complete a Vested Pen App
 - Application for Withdrawal of Benefits (WB-1)

If Hired Prior to 1/1/2012:

If a member ceases to be employed after acquiring 5 years of consecutive pension credited service, he/she is fully vested and qualifies for a pension at retirement age unless he/she withdrew the accumulated contributions. Upon termination, a vested pen app or a withdrawal form **must** be completed.

If Hired On or After 1/1/2012:

If a member ceases to be employed after acquiring 10 years of pension credited service and 5 of the 10 years are consecutive, he/she is fully vested and qualifies for a pension at retirement age unless he/she withdrew the accumulated contributions. Upon termination, a vested pen app or a withdrawal form **must** be completed.