

OFFICE OF PENSIONS

Training and Development Quarterly Newsletter



Greetings! We are happy to provide this quarterly newsletter to remind and inform End Users about items of importance. This quarter we highlight the importance of keeping employer contacts current, a link to our Extranet site, notice of our updated pension calculators and a reminder to use forms located on our website.

Contact Change Forms

Please remember to inform the Training and Development Department whenever an End User transfers or leaves your organization. Keeping an accurate listing minimizes employer access issues and provides the pension office with an accurate point of contact should we need to get in touch with your organization. The Contact Change form request is available on our website:

<https://open.omb.delaware.gov/contactChangeNew.shtml>

The screenshot shows the DPERS website interface for the 'Employer Contact Change Request' form. At the top, there is a navigation menu with links for ACTIVE MEMBERS, RETIREES, EMPLOYERS, INFORMATION, and RESOURCES. Below the navigation, the page title is 'State of Delaware Office of Pensions'. The main heading is 'Employer Contact Change Request'. A paragraph of instructions follows: 'If you wish to become a new contact, update current contact information or disable access, please fill out the required fields below and submit. Upon receipt, a Contact Change Form will be sent via secure e-mail for completion. Fill out the Contact Change form and it MUST be returned by replying to the secure email that the form was sent through.' Below this is a note: 'If you have any problems please give us a call at 302-739-4208 and someone will be able to help you.' The form fields include: Full Name, Current Agency/Organization, Email Address, Telephone, and a large text area for Comments. At the bottom of the form are 'Reset' and 'Submit' buttons.

[Office of Pensions Extranet](#)

As End Users gain access to the Comprehensive Retirement Information System (CRIS, aka PeopleSoft), access to a special website dedicated to Employers is assigned. This secure web portal is called the Extranet and houses special information related to the various Employer groups we serve. For example, did you know there is a Pension Application deadline schedule for submitting Pen Apps? Click the link above to explore!

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Forms Reminder:

To assist employees with the retirement process, we have a section on our website that contains [Employers Forms](#).

It is important to use the forms in this section of our website, as we keep the most current versions uploaded in this area. We encourage you to visit this page frequently as we improve our processes and update our forms regularly. Any older versions of forms may not be accepted and should be discarded.

Employers Forms		
Adult Dependent Coordination of Benefits Information	Application for Withdrawal of Benefits (Form WB-1)	Contribution Retention Notice (Form CRN-1)
Creditable Service Form (Form CSE-1)	\$7000 Burial Benefit Designation / Change of Beneficiary Form (Form GL)	Pension Contribution Designation / Change of Beneficiary Form (Form BEN-1)
Dental Insurance Application or Refusal	Deposit Authorization Form (Form DA)	Vision Insurance Application or Refusal
Healthcare Application Special Medicfill	Medicare Supplement Waiver/Termination	Healthcare Application: Aetna/Highmark
Joint Survivor Beneficiary Form (Form JSB-1)	New Hire Actuarial Form (Form P-1)	Medicare Part B Application
Pension Creditable Compensation (Agency) (Form PCC-1)	Pension Creditable Compensation (School) (Form PCC-1)	Request for Employment Information
Spousal Coordination of Benefits Information		

Tax Forms	
Pensioners may request that Federal and Delaware state taxes be withheld from their retirement monthly pension benefit. The Office of Pensions does not withhold state taxes for any state other than Delaware.	
IRS W-4P Form	State of Delaware W4
The Office of Pensions staff cannot provide tax advice. If you have specific questions regarding taxes, you may wish to consult with a qualified tax adviser.	

Bundled Forms		
Health Care Forms Zipped Bundle	Payroll Forms Zipped Bundle	Employee Retirement Zipped Packet



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Updated Pension Calculators

Our online pension calculators have been enhanced to better assist employees with retirement planning! All the employee needs is their Comprehensive Annual Statement to get started. Please visit the website below and choose the pension calculator that applies.

www.delawarepensions.com/calculators

Pre-Retirement Workshop:

Wednesday, April 12, 2023 via Microsoft Teams – For more information:

<https://open.omb.delaware.gov/WorkshopEvents/preretirement-workshops.shtml>