



P. O. Box 83720, Boise, ID 83720-0078
208-334-3365 1-800-451-8228 FAX: 208-334-3805

WHEN TO SUBMIT RETIREMENT PAPERWORK?

If you are considering retirement, please contact PERSI for a retirement estimate approximately six (6) **months before your desired retirement date. Then contact us for a retirement paperwork packet sixty (60) days prior to the requested retirement date.**

All retirement papers must be completed and returned to PERSI with supporting proofs of identity such as a birth certificate, social security number card, or other identification no later than the 15th of the month prior to the date of retirement.*

Your employer needs to provide PERSI with confirmation that you have terminated, or will be terminating employment. If all proofs and the termination from the employer are received by the 15th, PERSI will have you on payroll for the upcoming month. Anything received after the 15th, will delay your first check until the next month.

If you have questions, or would like more information, call the PERSI Answer Center at 1-800-451-8228 or 208-334-3365.

*Due to the enormous volume of September retirements, members wanting to retire in September must submit their paperwork no later than July 15th.