



Frequently Asked Questions

What documents will be required at the time of retirement?

- Valid picture identification(s)
- Original Social Security card (signed)
- Spouse's original Social Security card (signed)
- Original or certified Birth Certificate or Current Passport
- Spouse's original or certified Birth Certificate or Current Passport
- Original Marriage Certificate(s)
- Evidence of name change if name on Birth Certificate differs from Marriage Certificate
- Domestic Relations Order (DRO) affecting your benefit payments (if applicable)

What internal forms will be provided to you by COPERS staff?

- Direct Deposit Form
- Federal and State Tax Withholding Forms
- Beneficiary Form

What are some tips for employees getting ready to retire?

- Contact the Social Security Administration for a replacement card or any name changes to your current Social Security card.
- Make sure you start gathering your required documentation early. Some documents may be difficult to obtain on short notice or you may find discrepancies and would need to update your legal documents.
- All original documents will be returned to you after copied by COPERS staff.