

Request for Retirement Annuity Computation for Civil Service Retirement

You may request a retirement annuity estimate if you are within two years of retirement. Please submit only one request in a 12-month period unless there are extenuating circumstances. Requests may include up to two retirement dates for comparison purposes. Dates should be at least 12 months apart to see a significant difference in your annuity. Environmental pay and/or shift differential are not included in estimates, but will be included by the U.S. Office of Personnel Management in your final annuity computation after you retire. Your estimate will not include deductions for state tax, dental/vision insurance, or long term care insurance.

1	Employee Information: (All information is required)								
	Date of Reque	est :							
		rement date(s)? (Generall a request for a disability r			S retirement is the 1 st , 2 nd , 3 rd or la	st day of th	ne		
Last Name: Suffix (i.e. Sr., Jr,.			r,. etc.) First Name :				Middle Initial:		
Home A	Address:								
City: State:					ZIP:	EMPL ID:			
SSN:				Date of Birth (MM/DD/YYYY): Gender			der:		
				Work Email*:					
Home Phone:		Work Phone:	Cell Phone:		(Your annuity computation contains personally identifiable information which must be				
					encrypted. It cannot be sent to a personal email add			ress.)	
Agency:		Position Title:			Series/Grade/Salary:			alary:	
1.	1. Are you under a special provision?								
2.	2. What type of retirement annuity computation are you requesting?								
	☐ Voluntary Retirement (eligible for immediate annuity based on age and length of service)								
	☐ Disability Retirement (unable to perform duties of position due to medical condition)								
	☐ Discontinued	Service Retirement (based o	n involuntary	/ separations	- RIF, abolishment of position, etc.)				
	☐ Early-Out (subject to policy and authorization)								
spouse	ou must elect a sur is a federal employ	ee with his/her own entitle	use to be el ment to FE	igible to con HB. The maxii	es	lect is 55% o	Healt of the	amount of your annuity. The minimum	
2					Total Years of Service				
□ DC G	Government	From:	To:	Ye	ears:		N	Ionths:	
☐ Milita (Please	ry attach DD214)	From:	To:	Ye	ears:		N	Ionths:	
☐ Federal		From:	То:		Years:		Months:		
1. Have you ever received a refund for retirement deductions for service claimed above? ☐ Yes ☐ No If yes, please list dates of service for which refunds were made									
2. Have you purchased any additional service toward retirement or made redeposit for any federal service? No									
If yes, Years: Months: Days: Date of Record : (Attach proof of purchase)									
3 Benefits ☐ Yes (Health/Life Benefits) Plan Name: ☐ No									
Signat	ure:				Date:				
Send my Computation by:									
Mail or email this form to: DCHR, Benefits & Retirement Administration, 1015 Half Street, SE, 9th Floor, Washington, DC 20003 or dchr.retirement@dc.gov									



Civil Service Retirement System (CSRS) for Employees Hired Prior to October 1, 1987

Employees hired by the District of Columbia Government prior to October 1, 1987, are subject to the provisions of the CSRS administered by the U.S. Office of Personnel Management (Chapter 83 of Title 5 of the United States Code).

Under each plan, you may choose to retire when you reach:

Age	Years of Service	Type of Retirement
55	30	Voluntary
60	20	Voluntary
62	5 or More	Voluntary
Any Age	5 or More	Disability
*50	20	Early Out
*Any Age	25	Early Out

*Subject to Authority and Authorization-The pension of an employee who opts for Early Retirement will be reduced by 2 percent for each year the employee is under age 55.

How to Apply for Voluntary Retirement

1. Complete the retirement package and submit to the Department of Human Resources, Benefits and Retirement Administration 60 days before your retirement. If you plan to retire on December 31, January 1, January 2, or January 3, you should submit your retirement application as soon as you know you will be retiring because they are the most popular dates to retire. You may withdraw your retirement application at least 10 business days before the effective date of separation, unless your Agency has a valid reason for not allowing you to do so and explains that reason to you.

The retirement package and procedures are available online at https://dchr.dc.gov/publication/request-retirement-annuity-computation-civil-service-retirement-form.

If you need to obtain your records of federal service, service credit deposit receipts or proof of military service please do so prior to scheduling an appointment with Department of Human Resources, Benefits and Retirement Administration.

- 2. Check with Social Security to determine whether you will be eligible for benefits.
- 3. Notify your supervisor that you plan to retire by providing an official letter of date of retirement and send a copy to the DCHR Benefits and Retirement Administration, 1015 Half Street, SE, 9th Floor, Washington, DC 20003.
- 4. Annuity payments are handled by the U.S. Office of Personnel Management. The process can take up to 120 days to receive the initial payment. Applications are typically transmitted to the U.S. Office of Personnel Management within 10 business days of the effective date of retirement.

Questions

If you have questions, please call the DCHR Benefits and Retirement Administration at 202-442-7627 or email dchr.retirement@dc.gov. Your email must include your full name, pay plan, grade, contact telephone number and the best time to call you.