

Instructions for Using Form 524

To complete Form 524 online, check the publication names you are requesting in the lefthand column, and type the amount needed in the far right column. Then print out the request form and fax it to Vickie Haas at 217-785-7019.

Any publication that is underlined can be downloaded and viewed online. These publications can also be printed out and distributed.

AGENCY REQUEST FOR FORMS, BROCHURES AND BOOKLETS

Check Mark	Publication Name	Form Number	Amount Needed
	Reservation Form for Preretirement Workshop	521 (R-12/92)	
	Member's Nomination of Beneficiary(ies)	101 (R-7/90)	
	Request to Establish Service Credit	2003 (R-12/92)	
	Claim Notification	3901 (R-11/92)	
	Report of Retiree Returning to Employment	3905 (R-11/91)	
	Report of Retiree Employed in Temporary Position	3904 (R-6/91)	
	Request to Make Retirement Contributions on Lump Sum Pay	1404 (R-1/04)	
	Retirement Coordinator's Manual		
	SERS Member Handbook		

The following SERS forms can be downloaded from our website (<http://www.state.il.us/srs>) in a PDF format using Adobe Acrobat Reader software.

Form 101: SERS Nomination of Beneficiary
 Form 3967: Direct Deposit Request
 Form 2003: Service Credit Request
 Forms 521 & 545: Workshop Reservation
 Update Form for Directory of Agency Retirement Coordinators
 QILDRO (Qualified Illinois Domestic Relations Order) Pamphlet, Form & Consent Form

The following SERS brochures can be downloaded from our website (<http://www.state.il.us/srs>) in a PDF format using Adobe Acrobat Reader software.

The Ease of Direct Deposit
 Group Insurance Benefits
 Lump Sums & Rollovers
 SERS Reversionary Annuity
 Non-Occupational Disability Benefits
 Occupational Disability Benefits
 Tax-Deferring Optional Service Purchases
 Tax Information
 SERS Level Income Option
 QILDRO: The Qualified Illinois Domestic Relations Order
 SERS Preretirement Workshops
 Myths & Realities of Retirement
 Reciprocal Systems Act