

RETIREE & SURVIVOR BENEFITS

Your
Rights **&** Responsibilities

HANDBOOK

TIER 1

individuals who became a
member of SERS or a
reciprocal system before
January 1, 2011

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SERS MISSION STATEMENT

To provide an orderly means whereby aged or disabled employees may be retired from active service, without prejudice or hardship, and to enable the employees to accumulate reserves for themselves and their dependents for old age, disability, death and termination of employment, thus effecting economy and efficiency in the administration of the State Government.

1. GENERAL INFORMATION

This handbook presents you with a general overview of SERS benefits for all retired state employees and their survivors who receive benefits. SERS offers a variety of benefits to members and survivors. These benefits, when combined with other income, are designed to provide members with financial security in their retirement years.

Read this booklet carefully and keep it for reference. Make sure your loved one is also familiar with this handbook and that he or she knows where your important papers are located.

This handbook is intended to serve as a supplement to your annual Benefit Statement, which is mailed to you in February. If you have questions about any of the information in this handbook, call us at any of the phone numbers listed on page 2.

ADDRESSES & PHONE NUMBERS

You may contact us Monday thru Friday from 8 a.m. until 4:30 p.m. Email us with any questions and/or comments at: sers@srs.illinois.gov

SPRINGFIELD

2101 S. Veterans Parkway, P. O. Box 19255
Springfield, IL 62794-9255
General: 217-785-7444
Fax: 217-785-7019

CHICAGO

Michael A. Bilandic Building
160 North LaSalle Street, Suite S200
Chicago, Illinois 60601
312-814-5853
Fax: 312-814-5805

TDD/TTY

A Telecommunications Device for the Deaf (TDD) is available for members and annuitants who are hearing or speech-impaired. You may access this service at 866-321-7625.

INTERNET

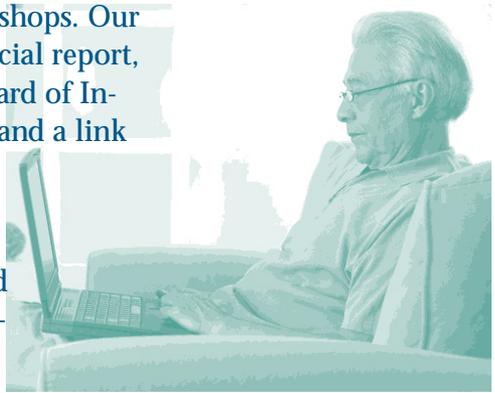
SERS is on the Internet at srs.illinois.gov. Our goal is to educate you about the retirement and death benefits provided by SERS.

The website provides an overview of benefits, and gives you easy access to a variety of information: current retirement issues, how to contact us, answers to frequently asked questions, and education opportunities

through our post-retirement workshops. Our website contains our annual financial report, a summary of the Illinois State Board of Investment annual financial report, and a link to other state and federal agencies.

ANNUITANT NEWSLETTER

All retirees, survivors, widows, and occupational death annuity recipients receive at least three editions of the newsletter, *The Informer*, each year. This newsletter keeps you informed of any issues or legislation affecting you.



ANNUITANT WORKSHOP

SERS offers the workshop, *Myths & Realities of Retirement (MRR)*, to all State of Illinois retirees and their survivors. This free, one-day workshop covers a variety of important topics: SERS entitlements, estate planning, group insurance and financial planning. It also discusses other topics pertaining to retirees. To enroll in this informative workshop, call 217-785-6979.

ANNUITANT ADDRESS

A permanent mailing address is maintained for each annuitant of SERS. This is necessary for the mailing of special notices, newsletters and Group Insurance Program information.

It is important to maintain your permanent mailing address and report any changes. Annuitants can report a change of address by completing a Change of Address form from the SERS Springfield or Chicago offices, or by downloading it from our website at www.srs.illinois.gov.

Your annual Statement of Account is mailed to you every February. The statement includes your calendar year deductions and totals as well as your nominated beneficiaries and group insurance information.

GROUP INSURANCE

All information in your SERS record is considered confidential, and is only provided to you and to those you permit to have access.

Eligible retirees, survivors, widows, and occupational death benefit recipients can participate in the State of Illinois Group Insurance Program. Group insurance coverage includes health, prescriptions, dental and vision. Life insurance is also available to eligible members.

MEDICARE

Medicare is a federally funded health program for individuals age 65 and older and certain disabled individuals under age 65. Medicare is made up of Part A (hospitalization), Part B (other medical services) and Part D (Prescription Drugs).

When retirees, survivors, disabled members and their covered dependents first become eligible for Medicare, the state health insurance becomes the secondary payer. Questions about Medicare should be directed to the CMS Medicare Unit at 217-782-7007.

Additional information regarding group insurance eligibility and benefits can be found on the SRS website under insurance publications.



2. RETIREE INFORMATION

RETIREMENT ANNUITY (PENSION)

All SERS records are maintained by your Social Security and Member ID numbers. In order to receive any benefit, you must apply for it. All benefit claims should be made to the SERS Claims Division. After you begin receiving benefits, you should notify SERS in writing if you change your name or address.

FIRST RETIREMENT ANNUITY PAYMENT

SERS processes your first annuity payment after we receive your pension application and other required information from your agency. The normal processing time is 8-10 weeks from the date you leave service.

The Comptroller's office will mail the first annuity payment directly to your home. You will also receive a tax brochure and a Notice of Preliminary Retirement Annuity Approval, which contains information about your annuity.

FUTURE RETIREMENT ANNUITY PAYMENTS

Future annuity payments are mailed on the 19th of each month, unless the 19th is on a weekend or holiday, when they are mailed on the last working day before the 19th. If your payment is mailed directly to your home, allow ten working days for delivery.

If you have not received your payment after the ten working days, call SERS. Failure to advise SERS of an address change may result in a delayed payment.

DIRECT DEPOSIT (Electronic Funds Transfer)

When you apply for a SERS benefit, you will receive a Depository Agreement form along with an explanation of this program. We encourage you to have your monthly retirement annuity directly deposited into your bank account. Complete and return this form with your application for benefits. This form can also be downloaded from our website (www.srs.illinois.gov).

When you choose Direct Deposit, your first payment is mailed to your home. All future payments will be deposited into your bank account on the 19th of each month. You will not receive a payment stub for each direct deposit payment.

TAXATION OF YOUR RETIREMENT ANNUITY

Illinois law exempts all SERS benefits from state income tax. However, benefits are subject to federal income tax. If your federal tax withholding information is not on file with SERS, taxes are withheld using the rate for a married person with three exemptions. (See the sample W-4P form on page 24.)

Each year, the Comptroller's office is required to send you a 1099-R form showing the total annuity amount you received during the past year, as well as any taxes withheld. (See the sample 1099-R on page 25.)



SERS is a defined benefit plan. Both you and the State make contributions to us during your employment to cover the cost of your retirement benefit. Your benefits are based on the laws in effect on your last day of employment.

If you receive a survivor contribution refund because you were not married at retirement and you later remarry, you can repay the refund plus interest after you have been married one full year, to qualify your spouse for a survivor benefit.

TAXATION OF REFUND ASSOCIATED WITH RETIREMENT

Survivor contribution refunds and alternative retirement formula contribution refunds are subject to federal income tax withholding. You can rollover your lump sum payment and defer tax on it until a later date. (Refer to the Tax brochure for more information.)

If you elect to rollover all or part of your survivor contribution refund, or alternative retirement formula refund, you will receive a 1099-R form by January 31 of the following year from the Comptroller's office which will reflect the amount rolled-over.

INCREASES FOR RETIREES

SERS retirees receive a 3% increase to their pensions on January 1 following their first full year of retirement, or age 60, whichever is later. Future increases of 3% of your current pension will also be made each January 1 thereafter. Future increases are not limited by the 75% maximum.

If you retired using the Rule of 85, you are eligible for your first increase on January 1 following your first full year of retirement, even if you are not age 60. If you retired under the alternative formula, you will receive a 3% increase to your pension on January 1 following your first full year of retirement or age 55, whichever is later. Future increases are not limited by the 80% maximum.

RETIREE REEMPLOYMENT

RETURNING TO EMPLOYMENT AFTER RETIRING

If you return to state employment on a contractual basis (the 2002-2003 ERI participants may not work contractually), or to the private sector, your SERS benefit is not affected. However, if you return to state employment on a non-permanent or permanent basis after retirement, you should notify the SERS Claims Division immediately.



If you receive a pension from more than one Illinois public retirement system which participates in the Retirement Systems' Reciprocal Act, you must notify each retirement system. Each reciprocal retirement system has specific rules to determine if retirees are eligible to receive pension benefits during reemployment.

NON-PERMANENT REEMPLOYMENT

If your employment with the state will last for 75 or less working days during a calendar year (any part of a day is counted as a full day), you will continue to receive your pension payment while employed. During your employment, you make no contributions to SERS, but you must contribute to Social Security. Certification must be submitted to SERS verifying this employment.

If you work more than 75 working days, your pension benefit will end on the 76th day, and you will resume contributing to SERS.

PERMANENT REEMPLOYMENT

If you are reemployed by the state on a permanent basis, you won't be eligible for pension benefits while working. You will make contributions to both SERS and Social Security during your employment and earn additional service credit.

After you again retire from state employment, you must reapply for a pension. Your new pension amount will be the benefit earned before reemployment, plus the pension amount earned during your reemployment.

If you reenter state service within three years after retiring, you may qualify to have your new retirement benefit computed as though you never retired. To qualify, you must repay all of the pension benefits you received, plus interest.

The repayment may be made in a lump sum, by installments paid within five years after your reemployment, or before your next retirement date, whichever is first. If you choose not to complete installment payments before retirement or the end of the five-year period, your installment payments will be refunded and your pension will not be recomputed.



3. SURVIVOR & OCCUPATIONAL DEATH BENEFITS

Beginning June 1, 2011, Illinois recognizes legal civil unions between two people. They are entitled to the same SERS benefits as spouses if they have been legal partners for one year. Throughout this handbook, the terms 'civil union partner' and 'spouse' are used interchangeably.

Your beneficiaries must always notify us in the event of your death. We can't process any payments to your beneficiary until we receive a copy of your death certificate.

SURVIVOR OR OCCUPATIONAL DEATH ANNUITY PAYMENTS

In order to receive any benefit, you must apply for it. All benefit claims should be made to the Claims Division. After you begin receiving benefits, you should notify SERS in writing if you change your name or address.

All SERS records are maintained according to your Social Security or Member ID number.

FIRST SURVIVOR OR OCCUPATIONAL DEATH ANNUITY PAYMENT

SERS will process your first annuity payment after we receive your application and other required information. The normal processing time is 30 days after all necessary information is received.

The Comptroller's office will mail the first annuity payment directly to your home. You will also receive a Notice of Benefit Approval, which contains information about your annuity and a tax brochure.

FUTURE SURVIVOR OR OCCUPATIONAL DEATH ANNUITY PAYMENTS

Future annuity payments are mailed on the 19th of each month, unless the 19th is on a weekend or holiday, when they are mailed on the last working day before the 19th. If your payment is mailed directly to your home, allow 14 business days for delivery.

If you have not received your payment after 14 business days, call SERS. Failure to advise SERS of an address change may result in a delayed payment.

SOCIAL SECURITY OFFSET

If an employee contributed to both SERS and Social Security, an offset of 50% of the survivor's Social Security benefit is usually applied to the SERS survivor's benefit when the survivor reaches age 60.

If the survivor is over age 60 when the benefit begins, the offset starts with the first payment. These offsets do not reduce the SERS survivors benefit by more than 50%.

This offset will not occur if the SERS retiree chose to participate in P.A. 095-1043 when application for the retirement annuity was made or if the SERS member was an active or inactive state employee on the date of death.

MARRIAGE

If a child under age 18, or age 22 if full-time student, marries, their survivor, widow, or occupational death benefit will be terminated.

DIRECT DEPOSIT

(Electronic Funds Transfer)

When you apply for a SERS benefit, you will receive a Depository Agreement form along with an explanation of this program. We encourage you to have your monthly retirement annuity directly deposited in your bank account. Complete and return the form with your application for benefits.

When you choose direct deposit, your first payment is mailed to your home. All future payments will be deposited into your bank account on the 19th of each month.

TAXATION OF THE SURVIVOR OR OCCUPATIONAL DEATH ANNUITY PAYMENTS

All SERS benefits are exempt from state income tax under Illinois law. The occupational death benefit annuity is not subject to federal tax. The survivor annuity is subject to federal tax.

If your federal tax withholding information is not on file with SERS, taxes are withheld using the rate for a married person with three exemptions. (See the sample W-4P on page 24.)

Each year, the Comptroller's office is required to send you a 1099-R form showing the total annuity amount you received for the past year, as well as any taxes withheld. Use the 1099-R when preparing your income tax return. (See the sample 1099-R on page 25.)



INCREASES FOR SURVIVOR OR OCCUPATIONAL DEATH BENEFIT RECIPIENTS

If you are a survivor of a retired state employee, a 3% increase is applied on January 1 on or after the effective date of your benefit.

If you are a survivor of an active or inactive state employee, a 3% increase is applied on January 1 following the first full year of payments. Future increases of 3% will be made each January 1 thereafter.

SURVIVOR EMPLOYMENT

The only employment restriction for individuals receiving a survivor, widow, or occupational death benefit from SERS is for disabled, unmarried children over age 18. This benefit is payable if the disabled child is earning less than \$2490 per quarter.

LUMP SUM DEATH BENEFITS

BEFORE RETIREMENT

WITH SURVIVOR ANNUITY

If an active employee dies and a monthly survivor annuity is payable, the nominated beneficiary on file with SERS receives a lump sum death benefit. The lump sum death benefit consists of the member's retirement contributions and interest.

The named beneficiary may choose to rollover the payment and defer tax on it until a later date. If all or part of a lump sum payment is rolled-over, you will receive a 1099-R form by January 31, which reflects the amount rolled-over. (Refer to our Tax brochure for more information.)

The Comptroller's office is required to send you an IRS form 1099-R by January 31 of the year following receipt of this payment. The 1099-R shows the taxable portion of the lump sum benefit, the portion attributable to capital gains and ordinary income, and any tax withheld. (See the sample form 1099-R on page 25.)

Refer to your annual Benefit Statement for specific information about the amounts that will be paid to your beneficiary/survivor after your death.

WITHOUT SURVIVOR ANNUITY

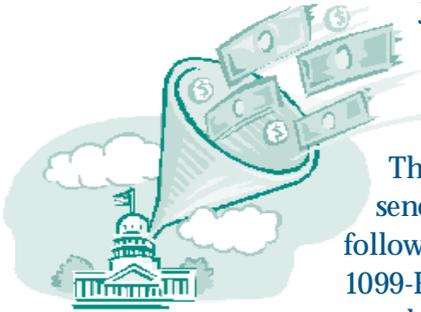
If an active employee dies without a payable monthly survivor annuity, the nominated beneficiary on file with SERS receives a lump

sum death benefit. The payment consists of all the member's contributions plus interest, and one month's salary for each year of service, up to a maximum of six months' salary.

The named beneficiary may choose to rollover the payment and defer tax on it until a later date.

If all or part of a lump sum distribution is rolled-over, you will receive a 1099-R form by January 31 of the following year, which reflects the amount rolled-over. Refer to the Tax brochure for more information.

The Comptroller's office is required to send you a 1099-R by January 31 of the year following the receipt of this payment. The 1099-R shows the taxable portion of the lump sum benefit received, the portion attributable to capital gains and ordinary income, and any taxes withheld. (See the sample form 1099-R on page 25.)



If a retired SERS member dies with a payable survivor annuity, then no lump sum death benefit is issued.

AFTER RETIREMENT

If a retired SERS member dies with no payable survivor annuity, the nominated beneficiary(ies) receive any contributions and interest remaining in the retiree's account, or \$500, whichever is greater.

The Comptroller's office is required to send you a 1099-R by January 31 of the year following the receipt of this payment. The 1099-R shows the taxable portion of the lump sum benefit received, the portion attributable to capital gains and ordinary income, and any taxes withheld. Refer to the Tax brochure for more information. (See the sample form 1099-R on page 25.)

4. APPENDIX

The State Employees' Retirement System is a defined benefit plan governed by Section 401(a) of the Internal Revenue Code. In a defined benefit plan, the amount of your retirement benefit is based on your final average compensation and years of service credit.

PLAN DOCUMENT

This handbook attempts to describe SERS benefits in nontechnical language. The official document describing SERS benefits is the Illinois Compiled Statutes, 40 ILCS 5/14, which legally governs the operation of the plan. If there is any variance between this handbook and the plan document, the plan document will rule.

BOARD OF TRUSTEES

The Board of Trustees is responsible for the operation of SERS. Some trustees serve on the Board because of their position in State government. Others are appointed by the Governor because of their particular expertise. Still others are elected by you, our members.

The Board consists of the State Comptroller who acts as Chairman, five trustees who are appointed by the Governor, four elected SERS members and two elected retirees.

ADMINISTRATION

SERS is administered by the board-appointed Executive Secretary.

SERS FUNDING

Contributions are made by the State and its members. All contributions not required for current operations are invested by the Illinois State Board of Investment for the exclusive benefit of our members and their beneficiaries.

To safeguard the proper operation and funding of this multi-billion dollar pension fund, operations are monitored both internally and externally. SERS' financial and administrative activities are subject to an annual audit by an independent accounting firm under the direction of the state's Auditor General.

Proper funding includes an actuarial review of the fund balances to ensure that funds will be available for current and future benefit payments.

For record-keeping purposes, the plan year is July 1 through June 30.

EMPLOYER IDENTIFICATION NUMBER

The Employer Identification Number of SERS is 37-1026227.

LEGAL PROCESS

Legal process may be served on SERS' Executive Secretary.

EMPLOYMENT RIGHTS

Membership in SERS does not guarantee a right or claim to any benefit not accrued under the terms of the plan document.



GLOSSARY OF TERMS

Automatic Increase in Retirement Annuity:

A 3% increase of a member's retirement annuity each January 1 following the first full year of retirement, or age 60, whichever is later. Under the Rule of 85, the increase is paid on January 1 following the first full year of retirement, regardless of age.

For alternative formula members, the 3% increase is paid on January 1 following the first full year of retirement or age 55, whichever is later.

For survivor or occupational death annuity from an active or inactive member, a 3% increase is paid on January 1 following one full year of benefits.

For survivor or occupational death annuity from a retired member, a 3% increase is paid on January 1 on or after the effective date of the benefit.

Beneficiary for Lump Sum Death Benefit:

The beneficiary chosen by the member to receive SERS benefits. A beneficiary form is kept on file with SERS. This should not be confused with the Group Life Insurance beneficiary, or the Deferred Compensation beneficiary.

Benefit Statement: The annual benefit statement of account is mailed in February to SERS annuitants and survivors. This statement summarizes your account, benefits and lists your beneficiaries.

COLA (Cost-of-Living Adjustment): An automatic, annual 3% compounded increase to certain benefits.

Credited Service: The total service certified to a member's record.

Defined Benefit Plan: Provides a predetermined benefit amount using a formula combining credited service and salary.

Direct Deposit: By choosing Direct Deposit, your benefit is electronically deposited into your bank account.

Final Average Compensation (FAC):
For Retirement and Survivor Benefits - Final Average Compensation is the 48 highest consecutive months of service within the last 120 months of service. For alternative formula employees employed January 1, 1998 or after, FAC is the final rate of pay or final 48 months, whichever is higher.

For Death and Disability Benefits - Final Average Compensation is the rate of pay at the date of death or disability, or the 48 highest consecutive months of service within the last 120 months, whichever is greater.

Level Income Option: An option for members who pay into Social Security as a state employee. Their SERS benefit is increased for the period before receiving Social Security benefits. Their SERS benefit is reduced when Social Security benefits begin. This option provides an income leveling effect throughout an individual's retirement years.

Informer: The SERS newsletter for retirees and survivors that contains timely and pertinent information. This newsletter is usually mailed in January, March and September.

Alternative Formula Employees employed prior to January 1, 1998, FAC is the average of the highest 48 consecutive months over the last 120, or average of the last 48 months, whichever is higher.

Nominated Beneficiary for a Lump Sum Death Benefit: The beneficiary chosen by the member to receive SERS benefits. A beneficiary form is kept on file with SERS. This should not be confused with the Group Life Insurance beneficiary, or the Deferred Compensation beneficiary.

Pension: Retirement annuity paid for a member's lifetime.

Qualified Plan: A retirement plan qualified under the Internal Revenue Code allowing SERS and its members certain tax advantages.

Retirement Annuity (Pension): Monthly annuity paid for life.

Retirement Systems' Reciprocal Act: Provides continuity of pension credits for individuals who have participated in more than one Illinois public employee retirement system. There are currently thirteen retirement systems participating in the Retirement Systems' Reciprocal Act. They are listed on the back of your Benefit Statement.

Rollover: Postponing taxation of distributions by "rolling-over" the taxable portion of the payment to another qualified plan, or to an Individual Retirement Account (IRA).

Survivor Annuity Beneficiary: A beneficiary (spouse, child, dependent parent) designated by statute to receive a monthly annuity upon the death of the member.

Survivor Contribution Refund: If a member has no eligible survivor, a refund of the survivor contribution is made at retirement.

SAMPLE FORM W-4P

A. Exemption from withholding. Check this box if you do not want any tax withheld from your payment. You do not have to give a reason for this.

B. Withholding based on specified withholding allowances. For periodic payments, withholding is automatically based on a rate for a married person claiming three allowances. If you want withholding to be based on a specified number of allowances, write the number on this line and check the appropriate filing status box.

C. Additional amount, if any, you want deducted from each payment. If you are not having enough tax withheld, you may ask the payer to withhold more tax by entering an additional amount on line 3.

You may need to have additional tax withheld if you have other income such as interest, dividends, capital gains, rents, alimony, taxable Social Security benefits, etc.

Estimate the amount you want withheld. Divide that amount by the number of payments you will receive this year. Enter the additional amount you want withheld from each payment on line 3 of Form W-4P.

| | | | | |
|---|--|---|-------------------------|---|
| Form W-4P | | Withholding Certificate for Pension or Annuity Payments | | OMB No. 1545-0074 |
| Department of the Treasury Internal Revenue Service | | ▶ For Privacy Act and Paperwork Reduction Act Notice, see page 4. | | |
| Type or print your first name and middle initial. | | Last name | | Your social security number |
| Home address (number and street or rural route) | | | | Claim or identification number (if any) of your pension or annuity contract |
| City or town, state, and ZIP code | | | | |
| Complete the following applicable lines. | | | | |
| 1 Check here if you do not want any federal income tax withheld from your pension or annuity. (Do not complete lines 2 or 3.) ▶ | | | | <input type="checkbox"/> A |
| 2 Total number of allowances and marital status you are claiming for withholding from each periodic pension or annuity payment. (You may also designate an additional dollar amount on line 3.) ▶ | | | | <input type="checkbox"/> B |
| Marital status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher "Single" rate | | | | (Enter number of allowances.) |
| 3 Additional amount, if any, you want withheld from each pension or annuity payment. (Note. For periodic payments, you cannot enter an amount here without entering the number (including zero) of allowances on line 2.) ▶ | | | | |
| Your signature ▶ | | | Date ▶ | |
| Cat. No. 10225T | | | Form W-4P (2009) | |

SAMPLE FORM 1099-R

- A. Gross amount received.
- B. Member's taxable portion.
- C. Amount qualified for capital gain treatment.
This only pertains to a lump sum death benefit.
- D. Federal tax withheld at recipient's request or as required by law.
- E. Non-taxable portion of gross distribution.
- F. Distribution Code listed on the 1099-R instruction sheet sent with this form.
- G. Percentage of the total distribution received.
- H. Retiree's total cost of annuity is for informational purposes only. (This will appear on the first 1099-R only.)
- I. State tax withheld at recipient's request.

| <input type="checkbox"/> CORRECTED (if checked) | | OMB No. 1545-0047 20XX Form 1099-R | | Distributions From: Pension, Annuities, Retirement of Profit-sharing Plans, IRAs, Insurance Contracts, etc. |
|---|--|--|---|---|
| PAYER'S name (street address, city, state and ZIP code) STATE OF ILLINOIS 69-0330001 COMPTROLLER - WITHHOLDING AGENT 325 WEST ADAMS STREET SPRINGFIELD, ILLINOIS 62704-1871 | | 1 Gross distribution \$ A | 20XX Form 1099-R | |
| PAYER'S federal identification number 37-6002057 W | | 2a Taxable amount \$ B | | |
| RECIPIENT'S identification number 479 1 | | 2b Taxable amount not determined <input type="checkbox"/> | Total distribution <input type="checkbox"/> | |
| MEDICENT'S name (street address (including apt. no.), city, state and ZIP code) 479 1 | | 3 Capital gain included in row 1a \$ C .00 | 4 Federal income tax withheld \$ D .00 | |
| MEDICENT'S address (street address (including apt. no.), city, state and ZIP code) 479 1 | | 5 Employee contributions (including Roth contributions of insurance premiums) \$ E .00 | 6 Net unrealized appreciation in employer's securities \$.00 | |
| MEDICENT'S name (street address (including apt. no.), city, state and ZIP code) 479 1 | | 7 Distribution code: IRA/SEP/ROTH <input type="checkbox"/> | 8 Other \$.00 % | This information is being furnished to the Internal Revenue Service. |
| MEDICENT'S address (street address (including apt. no.), city, state and ZIP code) 479 1 | | 2a Your percentage of total distribution % G | 9a Total employee contributions \$ H .00 | |
| Account number (see instructions) 73476 | | 10 State tax withheld \$ I .00 | 11 State/Payer's state number | 12 State distribution \$ |
| Form 1099-R | | 10a Local tax withheld \$.00 | 14 Name of entity | 15 Local distribution \$ |

Department of the Treasury Internal Revenue Service

HOW TO REGISTER FOR THE SRS MEMBER SERVICES WEBSITE

The SRS Member Services website provides retirees and survivors secure interactive access to their account online.

To sign up for an Illinois Public Account (if you do not have one):

1. On your Internet browser enter <https://memberservices.srs.illinois.gov> or access the SRS Member Services website link from www.srs.illinois.gov.
2. Complete the create a New Account form.
3. Enter your first and last name.
4. Enter your email address and confirm
5. Enter your chosen username.
6. Enter your chosen password (review the State of Illinois password requirements) and confirm.

Email Confirmation

1. A confirmation email will be sent to your email to complete the signup process. You only need to create this Illinois Public Account once. If the email does not appear in your inbox, please check your junk or spam folder. You will need to click on within 24 hours.
2. Once you have clicked on the link, you will then receive a second email that confirms your username.

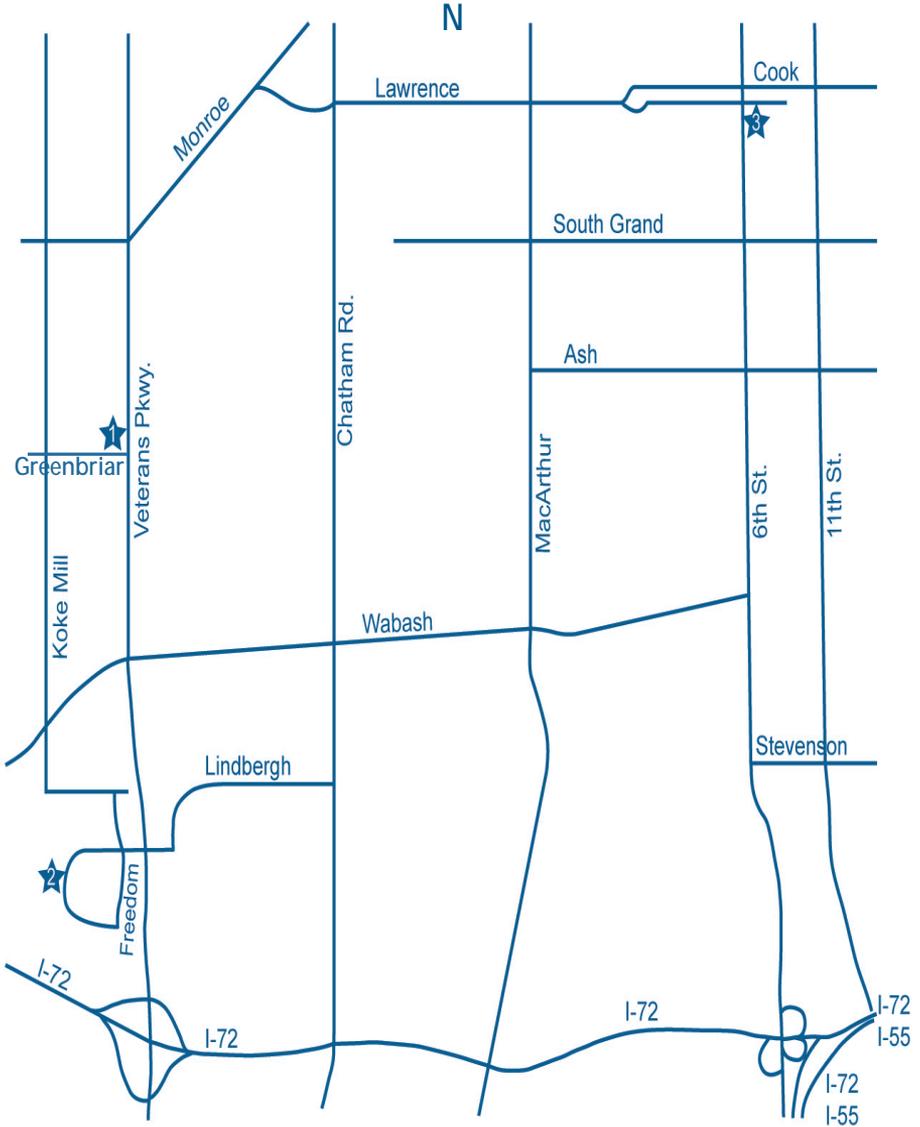
Once you have confirmed your Illinois Public Account:

1. From Internet browser enter <https://memberservices.srs.illinois.gov/>
2. Under Sign-In section, enter your username and password.

To complete one-time eRegistration on first visit:

1. If it's your first time visiting the website, you will complete a one-time State of Illinois eRegistration.
2. Enter your email address and confirm.
3. Enter your name.
4. Enter your phone number and type (mobile, home or work).
5. Enter your birthdate as mm/dd/yyyy (example: 01/01/1960).
6. Enter a four-digit Personal Identification Number. This protects your privacy and prevents unauthorized access to your account.
7. Reenter your PIN to confirm it.
8. Enter your Social Security Number or Employee ID. The Employee ID is the Member ID on your most recent annual statement or ID card.
9. Click on the button and review the registration for accuracy.

SPRINGFIELD



★ **SERS**
 2101 S. Veterans Parkway
 P. O. Box 19255
 Springfield, IL
 62794-9255

★ **Social Security**
 3112 Constitution Drive
 Springfield, IL
 62704

★ **Deferred Compensation**
 801 South 7th Street
 P. O. Box 19208
 Springfield, IL
 62794-9208

NOTES