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**Subject:** NewsFlash  
**Attachments:** image001.jpg



## Retirement Applications

When your employees apply for retirement, you only need to send us three documents:

- CMS Form 306
- SERS Form 3900
- SERS Form 1404 (but not the instructions or worksheet)

When your employees apply for retirement, you should send the following forms or documents to CMS:

- Agency resignation or time sheet
- CMS Form 2

Any Deferred Compensations forms

We prefer that you mail retirement documents to our office, but if time is an issue, you can fax this information to 217-524-2293. We appreciate your help in making the retirement process easier for you and our agency. If you have questions about the retirement packet, contact our office at 217-785-7343.

## Form 3900

We have had problems with some RCs improperly completing #6 on form 3900. Please refer to the instructions for #6 on the back of the 3900. Note that 6A and 6C should reflect the monthly amounts, not the semi-monthly amounts.