

Retirement Application Assistance Sessions

Applying for your PERS retirement benefits in the near future?

You can make sure your forms are accurate and complete.

Meet with a PERS retirement specialist to review your application and related forms.

PERS offers a free 45 minute, one-on-one appointment with a PERS staff member for members who:

1. have made a decision to begin their PERS pension benefits,
2. have decided on a retirement option and effective retirement date,
3. are within three months of that retirement date, and
4. have completed the service retirement application and are ready to have it reviewed.

Note: Retirement Application Assistance Sessions (RAAS) are not personal pre-retirement counseling sessions to help you make a decision to retire, review your account, or obtain an estimate.

What to expect

PERS staff will:

- conduct a comprehensive review of the application, forms, and supporting documents for accuracy and completeness;
- notarize the application at no cost; and
- explain the retirement application process.

To ensure a productive session, please:

1. complete as much of the application as you can before arrival;
2. bring a copy of your benefit estimate, if available; and
3. bring legible photocopies of proof of age for you and your beneficiary (copy services will not be available).

You can register for a RAAS on the PERS website at www.oregon.gov/pers. Schedule your appointment now for a date within the **90 days before** your PERS retirement date.

Note: Next year's schedule will be posted in December of this year.

As a courtesy to others, please do not schedule more than one session. 45-minutes is enough time for a comprehensive review. If your spouse is also retiring, your spouse will need to schedule a separate appointment (one appointment after the other works best).

CANCELLATIONS: If you need to cancel an appointment, use the cancellation link in your appointment confirmation email, email pers.cancellations@pers.state.or.us or call Member Services at 888-320-7377. Please include your name, city location, date, and time of the appointment.



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