



PUBLIC SCHOOL RETIREMENT
SYSTEM OF MISSOURI

PO Box 268
Jefferson City, MO 65102-0268
(573) 634-5290 or
Toll Free: (800) 392-6848
Fax: (573) 634-7934
Email: psrspeers@psrspeers.org
Website: www.psr-peers.org

FILING FOR DISABILITY RETIREMENT

Qualifications for disability retirement:

- Must be incapacitated due to a physical or mental disability that appears to be total and permanent
- Must be incapable of earning a livelihood in any occupation
- Must have a minimum of five years of credit with PSRS
- Must be less than age 60
- Must be employed by an employer included in PSRS at the time the disability begins, or the disability occurs within one year after employment, and the condition causing your disability began prior to the termination of employment

Step 1

Complete and return your *Disability Retirement Application*.

Please note that the application is a three-page form. All three pages must be returned to PSRS.

The *Disability Retirement Application* should be filed as soon as you know you will be terminating your services with your employer or after the ending date of any leave of absence. Disability retirement can be made retroactive up to 60 days before the application filing date, but cannot become effective until your compensated employment or leave of absence ends.

Please note the following:

- **Last Date of Employment/Termination Date (Section B):** This means the date of your termination of employment with your employer, or if on leave of absence, the ending date of your leave, whichever is later.
- **Physician/Facility Information (Section E):** You must list the names, addresses, telephone and fax numbers for your treating physicians and medical facilities.
- **Beneficiary Designation (Section F):** You must designate beneficiaries to become effective at your retirement date.

Failure to submit all three pages of the *Disability Retirement Application* prior to the requested date of retirement will delay the effective date of retirement and cause you to lose one or more benefit payments.

Step 2

Complete and return the *Direct Deposit Authorization* form with a voided check.

Step 3

Submit a copy of your birth certificate, issued by the city, county or state of birth (unless already submitted).

Please make sure copies are readable.

Step 4

Complete and return the *Tax Withholding Authorization* form.

Contact the appropriate taxing agency or a tax specialist if you have questions about your tax liabilities or tax withholding.

Step 5

Complete and return the *\$5,000 Death Benefit Beneficiary Designation* form.

REMINDER

Purchases of credit must be paid in full prior to the effective date of your retirement. Failure to complete payment on time will cause you to lose benefits or retire without the purchased credit.