



ARIZONA STATE RETIREMENT SYSTEM

RETIREMENT CHECKLIST Retiring with a Service Purchase Payroll Deduction Agreement (PDA)



Place a check mark in the box upon completion

DATE _____ **SUBMIT RETIREMENT APPLICATION**



DATE _____ **RECEIVE PDA PAYOFF LETTER**

PDA Payoff Letter issued approx. 3-6 weeks after retirement



DATE _____ **SELECT PAYMENT OPTIONS**

Determine type of payment(s) for Service Purchase



DATE _____ **SUBMIT PAYMENT(S) AND FORM(S)**

Submit *Service Purchase Payment Request (SPPR)* Form for all payment types. *Direct Rollover Transfer Certification (DRTC)* Form to submit for rollover payment(s) only. Read all forms for specific instructions.



DATE _____ **RECEIVE ACKNOWLEDGEMENT LETTER**

Letters indicate Service Purchase is paid and service credit allocated



DATE _____ **PENSION FINALIZED AND ADJUSTED**

Note: Your retirement pension calculation will not include any unpaid service during the initial retirement months. It may take several months after the ASRS receives all of your service purchase payments to allocate all service and recalculate your pension. Post-retirement adjustments will be made to your pension and paid retroactively to your retirement date. Pension will be adjusted to reflect additional service purchased.