



City of Billings Employees

Looking to **RETIRE** in the next 5 years?

If so, you may want to attend the presentation by Armando Oropeza, Education & Training Specialist for MPERA – Montana Public Employees Retirement Administration.

- Presentation:** *Ready to Retire*
- Location:** City Hall Conference room
- Date:** Wednesday, February 12th
- Time:** 9:00 am (approx. 45 minutes in length)

After the presentation, Armando will stay until approximately NOON to answer questions.



Steps to Retirement for Defined Benefit Retirement Plan Members

If you are a member of a Defined Benefit Retirement Plan and you are ready to retire, then follow these simple steps!

STEP 1

5 years before you plan to retire, attend the *"Ready to Retire"* interactive webinar associated with your system. This will give you a detailed look at the retirement process and your options. The [webinar schedule](#) is available on our website.

No time for a webinar- watch a video on the *"Steps to Retirement"* at your convenience.

Be sure to check out all our videos on that page;

- Managing HealthCare/VEBA
- Estate Planning

STEP 2

3 months before you plan to retire, contact MPERA for an official [Defined Benefit Estimate Request](#). The estimate will give you an approximate amount of your monthly benefit and allow you to plan your retirement accordingly.

STEP 3

30 days before you plan to retire, complete the retirement forms that accompanied your benefit estimate and return them to MPERA.

- Application for Service Retirement
- Direct Deposit Agreement
- Withholding Certificate

Don't forget to inform your employer of your retirement!

Contact MPERA if you have any questions.

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