

Helpful Sources of Data: (1) Leave and Earning Statement (**LES**), (2) Thrift Savings Plan Statement (**TSP**), (3) Social Security Statement (**SS**), (4) Personal Statement of Benefits (**PSB**), (5) Record of Military Service (if applicable – DD214)

Annuity → Retirement Eligibility

Employee's Name: _____ DOB: _____

Spouse's Name: _____ DOB: _____

Address: _____ City/State/Zip: _____

Retirement System (*circle one*): **CSRS / CSRS Offset / FERS / FERS Transfer LES/PSB**

If a FERS Transfer, Transfer Date: _____ **CBPO Start Date** _____

Employee Type (*circle one*): **Regular** or **Other:** Law Enforcement (LEO)/Fire Fighter (FF)/Air Traffic Controller (ATC) /Customs and Border Protection Officer (CBPO) **PSB**

Retirement Type (*circle one*): **Regular/Optional/Mandatory**

Regular= Traditional retirement (most people fall into this category, including LEO/FF/ATC leaving federal service prior to their respective mandatory retirement age (57/56), and those FERS retiring under "Minimum Retirement Age (MRA + 10").

Optional= Offered an "Early out" because of reductions-in-force (RIF), or agency reorganization.

Mandatory= Special Provisions (LEO/FF/ATC) who wish to stay until forced to retire. Law Enforcement Officers & Firefighters must retire by age 57, and Air Traffic Controllers must retire by age 56.

Service Computation Date (SCD): _____ **PSB**

The SCD is the date used to determine retirement eligibility and used in the computation of the basic retirement annuity. This is not the same as the "SCD for Leave" typically found on the LES. The SCD only includes periods of service which someone contributed to the CSRS or FERS retirement system (i.e. a regular career appointment, military time which a deposit was made, non-deduction service for which a deposit was made, etc).

Desired Retirement Date: _____

Annuity → Creditable Service

Civilian Service (*only use this column if there have been breaks in service*)

List any breaks in service, if applicable

Military Service (if applicable)

Did or do you have any military service? **Yes / No** From _____ To _____ **DD214**

Part-Time Work (*Calculation not available*)

Do you have any part time work after 4/7/86 **Yes / No**

Average hours per week _____ Average Salary per Year \$ _____

Sick Leave

Hrs to be Saved/Pay Period (*Hrs - biweekly*): **0/1/2/3/4** Sick Leave Saved To Date (*Hrs*) _____ **LES**

If unsure, you can estimate future hours to be saved based on how many they potentially COULD have saved and how much they ACTUALLY saved in the past. Could have saved: 30 yrs of svc X 26 pay periods per year X 4 hours earnable per pay period = 3120 hours; If they've only saved 1000 hours to date (roughly 1/3), you can assume that they will save 1/3 of future sick leave time.

Service Computation Date – Calculated

Use this recalculated SCD *only* if there have been breaks in civilian service or military time that has been bought back. If either is true, copy & paste this new SCD into the SCD field on the Retirement Eligibility page.

Annuity → High Three Average

Employee's Current Annual Salary \$ _____ **LES/PSB**

Typically, the salary on the LES includes base pay and locality pay for General Schedule employees in the 48 continuous states; You must also include Night differential and environmental pay for Wage Grade employees; Administrative Uncontrollable Overtime (AUO) and Law Enforcement Availability Pay (LEAP) for Law Enforcement; and Special Pay for Physicians and Dentists under Title 38 at the VA

Employee's Expected Annual Salary Increase: Each Year: _____% Past: _____%

Annuity → Military Service (if applicable)

Do you have active duty military service? **Yes / No** From _____ To _____ **DD214**

Have you made a deposit for your active military service? **Yes / No**

Did you retire under an active duty military retirement? **Yes / No**

Do you have reserve military service? **Yes / No** From _____ To _____ **DD214**

Have you made a deposit for your reserve military service? **Yes / No**

Do you expect to retire under a reserve military retirement (Chapter 67, Title 10)? **Yes / No**

Annuity → Deposit (Temporary Civilian Service)

Do you have any non-deduction (temporary time/casual) service? **Yes / No ESD**

Dates: From _____ To _____ Amount of Deposit Owed: \$ _____ **ESD**

Have you made a deposit for this service? **Yes / No ESD**

Annuity → Redeposit (Breaks in Civilian Service)

Did you ever have a break in service? **Yes / No ESD**

Dates: From _____ To _____ Did you withdraw your annuity contributions? Yes / No **ESD**

How much did you withdraw? \$ _____ **ESD**

Date withdrawal received _____ **ESD**

Have you re-deposited these contributions? Yes / No **ESD**

Annuity → Annuity Calculation

Estimated High 3 Increase per year: _____% **ESD**

Should be the same percentage entered on the High Three Form (Employee's Expected Annual Salary Increase (%) Each Year: _____%)

Annual Cost of Living Annuity Adjustment: _____% **ESD**

Click on the 'Click Here' button to view historical average for CSRS and FERS

Survivor Benefit: **CSRS:** 0% to 100% _____% **FERS:** 0% 25% 50%

A federal employee must elect at least a minimum survivor benefit (CSRS 1%; FERS 25%) to retain federal health benefits for their surviving spouse when the federal retiree dies.

Annuity → Social Security – FERS Supplement

Are you eligible for Social Security at age 62? Yes / No **SS**

Monthly Social Security Benefit at Age 62 (FERS, Transfer, and CSRS Offset only) \$ _____ **SS**

Annual Social Security Cost-Of-Living-Adjustments (FERS, Transfer, and CSRS Offset only) _____%

see: <http://www.ssa.gov/OACT/COLA/colaseries.html>

Annuity → Social Security – CSRS Offset

Are you eligible for Social Security at age 62? Yes / No **SS**

Monthly Social Security Benefit at Age 62 (FERS, Transfer, and CSRS Offset only) \$ _____ **SS**

Annual Social Security Cost-Of-Living-Adjustments (FERS, Transfer, and CSRS Offset only) _____%

see: <http://www.ssa.gov/OACT/COLA/colaseries.html>

Thrift Savings Plan → Contributions

Current Fund Balance:

L: \$ _____, C: \$ _____, F: \$ _____, G: \$ _____, I: \$ _____, S: \$ _____ **TSP**
(L Fund, L2020, L2030, L2040, L2050)

Percent of Salary to invest each year: _____%

LES will show bi-weekly TSP contribution amount. Multiply that amount by 26 (there are 26 pay periods per year) and divide by annual salary to get the percentage of their salary that they are contributing (Example: \$238.08 per pay period on LES x 26 = \$6190.08 divided by \$41,200.00 (annual salary) = 15%)

Catch-up Contribution): \$ _____

An employee is eligible to make catch-up contributions starting in the year they reach age 50.

Percent to invest in each fund: *Where do future contributions go? (must total 100%)*

L: _____%, C: _____%, F: _____%, G: _____%, I: _____%, S: _____%

L Fund (circle one): L2020, L2030, L2040, L2050

Thrift Savings Plan → Growth

Assumed Annual Rates of Return for each fund: C: _____% F: _____% G: _____% I: _____% S: _____%

For reference purposes, the following web site includes information on the TSP funds, including 10-year performance history for each fund:

<https://www.tsp.gov/investmentfunds/returns/returnSummary.shtml>

Withdrawal Age: Years Old _____, Months Old _____

Age at which TSP funds will: (1) be totally withdrawn, (2) monthly withdrawal will start, or (2) government annuity will be purchased

Thrift Savings Plan → Withdrawal

Once retired (regardless of age), an employee may start withdrawing TSP funds once they reach their Minimum Retirement Age (MRA) without penalty; However, if they transfer those funds prior to 59½ to an outside investment, they must wait until 59½ to start withdrawals, or be subject to IRC Section 72(t).

Withdrawal type (mark one): Lump Sum (IRA transfer/rollover) _____ Annuity _____ or Monthly Amount* _____

If *Monthly Amount is selected, then Calculate monthly income by (one of the three methods):

_____ Number of payments (i.e. 360 payments until account reaches zero)

Use if you know how long they want \$\$ to last for a certain period of time

_____ Dollar amount (i.e. \$2500/mo for 480 payments)

Use if you have a specified dollar amount and time you want it to last

_____ Life expectancy (i.e. amount and time-frame calculated by IRS tables)

Use to establish a baseline by using IRS life expectancy tables

Reallocation of all funds into the TSP funds at beginning of withdrawal (must total 100% - can be found on Contributions tab):

L Income: _____%, C: _____%, F: _____%, G: _____%, I: _____%, S: _____%

The L Income Fund is 80% conservative and 20% aggressive (F: 6%, G: 74%, C: 12%, I: 5%, S: 3%)

Insurance → FEGLI

Basic: Salary rounded to next thousand + \$2,000
Option A: \$10,000
Option B: Round salary to next thousand x multiplier
Option C: Multiples of \$5,000 for spouse & \$2,500 per child

FEGLI ELIGIBILITY
FEGLI coverage in retirement is only available if enrolled for either:
a) 5 full years prior to retirement date
b) the full period if employed less than 5 yrs, or
c) the full time equiv. of 5 yrs if some service was part time

If Yes, How Much? **1 / 2 / 3 / 4 / 5** Times Salary Coverage (multiples) **LES**

Reduce at age 65? **Yes / No** Option C: 1. Spouse Covered: **Yes / No LES**

If yes, How Much? **1 / 2 / 3 / 4 / 5** Times Coverage (multiples or \$5,000) **LES**

Option C: Dependents Covered: _____ **Current Age:** _____ **Age:** _____ **Age:** _____ **Age:** _____ Coverage Eligible after Age 22: **Yes/No Yes/No Yes/No Yes/No** (Special needs children with disabilities recognized by the Office of Personnel Management (OPM))

Are you an employee of the United States Postal Service? **Yes/No**

Current FEGLI bi-weekly premium: \$ _____ **LES/PSB**

Insurance → FEHB

FEHB coverage in retirement is available when:
1) Must retire on an immediate annuity (can not defer annuity payments), and
2) Must be continuously enrolled under FEHB for 5 years of service immediately preceding retirement

Current Biweekly Health Insurance Cost: \$ _____ **LES/PSB**

Average Annual Cost Increase: _____% (Trend is approx 8%)

Insurance → Long Term Care

Start coverage at age: _____

Daily Benefit Amount: \$ _____
Daily Benefit Amount: \$100 minimum to \$450 maximum (choices: \$100, \$150, \$200, \$250, \$300, \$350, \$400 or \$450)

Benefit Period: **2 years, 3 years, 5 years or Unlimited**

Waiting Period: **90 days**

Inflation Protection: **ACI 5%, ACI 4% or FPO**
Inflation Protection: Automatic Compound Inflation (ACI) Option: An inflation protection option that increases your benefits automatically by 5% or 4% compounded annually with no increase in premium Future Purchase Option (FPO): An inflation protection option that increases your benefits every other year with an increase in premiums

Retirement Affordability Analyzer → Income From Other Sources

TSP Rollover (if TSP monies were rolled over): _____
Spouse's Income: _____
Spouse's Retirement Savings: _____
Spouse's Social Security: _____
Rental Property Income: _____
Job/s in Retirement: _____

Retirement Affordability Analyzer → Income Analysis

Leave and Earnings (pay stub) Data:

Retirement \$ _____	Flexible Spending Account \$ _____
Social Security - OASDI \$ _____	Medicare \$ _____
Federal Tax \$ _____	Allotment \$ _____
State Tax \$ _____	Other \$ _____
Dental \$ _____	Other \$ _____
Vision \$ _____	

Retirement Affordability Analyzer → Expenses From Other Sources

Living Expenses (total): _____ Living Expenses (detailed):
Mortgage/Rent: _____ Credit: _____
Auto: _____ Other: _____

Retirement Affordability Analyzer → Income From Government Sources

No Data Entry

Retirement Affordability Analyzer → Expenses From Government Sources

Any Future Tax Increase? _____

Retirement Affordability Analyzer → Income & Expenses From Govt Sources

No Data Entry

Retirement Affordability Analyzer → Income & Expenses From Other Sources

No Data Entry

Retirement Affordability Analyzer → Income & Expenses From All Sources

No Data Entry