

**Approval Process for Payment of Discontinued Service Retirement  
Local Government Employees' Retirement System**

STEPS	TIMELINE
<p>1) Employer determines employee's eligibility for Discontinued Service Retirement in accordance with N.C.G.S. 128-27 and requests a calculation of the cost.</p> <p><b>Eligibility – Discontinued Service Retirement</b>  <b>Employees age 50 to 55 with not less than 20 years of creditable service may be eligible for a reduced monthly retirement benefit. The reduction is equal to ¼ of 1% (3% per year) for each month that a retirement precedes a member's 55<sup>th</sup> birthday.</b></p> <p><b>Employees age 55 or older, with not less than 20 years of creditable service may be eligible for an unreduced monthly retirement benefit.</b></p>	Agency specific.
<p>2) Employer sends letter or email to N.C. Local Governmental Employees' Retirement System (LGERS) to request calculation of Discontinued Service Retirement and provides the following information:</p> <ul style="list-style-type: none"> <li>▪ Name, address and phone number of employer and employer contact</li> <li>▪ Member's Name and ID# (or Last 4 Digits of SS#)</li> <li>▪ Member's Date of DSR (retirement date)</li> <li>▪ Member's Last Day Worked</li> <li>▪ Member's Annual Leave Balance (Hours)</li> <li>▪ Member's Sick Leave Balance (Hours or Days)</li> </ul> <p>Contacts at Retirement Systems Division are:            -Diane Whaley (diane.whaley@nctreasurer.com) and            -Donna Boyette (donna.boyette@nctreasurer.com)</p>	As soon as applicable employee(s) is (are) identified.
<p>3) Retirement System calculates cost for Discontinued Service Retirement and notifies employer.</p>	Approximately 2 weeks assuming there are no complications when the service audit is performed.
<p>4) After receiving Retirement Systems Division cost, the employer determines whether to pay Severance Pay or Discontinued Service Retirement.</p>	
<p>5) If the employer decides to pay the Discontinued Service Retirement, the following supporting documentation must be provided by the Employer:</p> <ul style="list-style-type: none"> <li>• Resolution from the Employer (sample resolution included)</li> <li>• Minutes from the open meeting of the governing body</li> <li>• Form 6DSR properly completed (along with other LGERS retirement forms as appropriate)</li> <li>• Check from the Employer must be attached at the time of mailing</li> </ul>	Application may not be submitted more than 120 days prior to discontinued service retirement date.