Visit us any time

PERA’s office is located on the second floor of the Retirement Systems of Minnesota Building, 60 Empire Drive in St. Paul. We are located north of the state capitol near the intersections of Pennsylvania Avenue and Rice Street. We are open from 7:30 a.m. to 4:30 p.m., Monday through Friday.

PERA also maintains satellite offices in Duluth, 625 E. Central Entrance, Duluth, MN 55811; and in Mankato, 11 Civic Center Plaza, Suite 150, Mankato, MN 56001.

We suggest you call our offices at least two weeks in advance of your visit if you wish to meet with one of our benefit counselors for a group or individual conference. This will allow us to prepare your information in advance and have it ready when you arrive.

Public Employees Retirement Association of Minnesota
60 Empire Drive, Suite 200
St. Paul, Minnesota 55103

Table of Contents

WHO WE ARE ........................................................ 2
   Eligibility, Tax-Qualified Plan

CONTRIBUTIONS ................................................... 2
   Amount of Your Contributions,
   Refund of Your Contributions, Repaying a Refund

SERVICE CREDIT .................................................... 3

PURCHASING SERVICE ......................................... 3
   Contributory Purchase, Actuarial Purchase, Strikes

RETIREMENT BENEFITS ......................................... 3
   Full Retirement Age, Early Retirement,
   Combined Service Annuities

HOW WE CALCULATE YOUR BENEFITS ................. 4
   Calculations, Early Retirement, Vesting
   Combined Service Annuities

FORMS OF PAYMENT ........................................... 6
   Single-life Retirement Benefit, Survivor Options,
   If You Leave Before Retirement

PREPARING FOR PERA RETIREMENT ................. 7
   Applying for Retirement, Effective Date of Retirement,
   When Payments Begin, Pension Increases, Working After
   Retirement, Tax Withholding

DISABILITY BENEFITS ........................................... 9
   To Qualify for Disability, Benefit Formula, Forms of
   Payment, Combined Service, When Benefits Begin,

PURCHASING PAST SERVICE .............................. 11
   Reemployment, Workers' Compensation, Insurance, Benefit Increases, Taxes

PRE-RETIREMENT SURVIVOR BENEFITS ............ 12
   Spouse Benefit Types, Children’s Benefits,
   Family Maximums, Refund

OTHER INFORMATION YOU SHOULD KNOW ....... 13
   Online Services, Educational Services, Retirement Benefit
   Estimates, Beneficiary, Change of Name or Address,
   Rescinding a Survivor Option, Unlawful Death of a
   Member, Administration of PERA

TABLES .................................................................. 14
Who We Are

Recognizing the need for a retirement system for employees of county and local governments, the Minnesota Legislature created the Public Employees Retirement Association (PERA) in 1931. Today, the Association serves over 150,000 active public employees from approximately 2,100 governmental agencies and pays benefits to over 100,000 retirees, survivors, and disabled members.

The Police and Fire (P&F) Fund was created in 1959 to provide retirement and other benefits for county and city public safety officers throughout Minnesota.

Eligibility

Membership in PERA is available to elected and non-elected public employees who meet eligibility requirements.

Participation in the Police and Fire Plan requires employment as a law enforcement officer or firefighter meeting certification and job-related duties specified by statute. Also eligible are Hennepin County paramedics and emergency medical technicians. You automatically become a member when you begin public service.

Participation in the Police and Fire Plan by part-time employees requires a resolution by an individual’s employer.

Tax-Qualified Plan

The PERA Police and Fire Plan is a tax-qualified plan under Chapter 401(a) of the Internal Revenue Code and must comply with Internal Revenue Service requirements. Among those requirements is a limitation on the total amount of annual benefits under Section 415 of the Internal Revenue Code. That limit is $220,000 in 2018.

As a tax-qualified plan, federal and state income taxes on PERA contributions have been deferred. Thus, most of your PERA benefits (or a refund unless rolled into another tax-deferred program) will be taxable when they are received.

Contributions

Amount of Your Contributions

You and your employer both contribute to PERA on your behalf. You currently contribute 10.8 percent of your total salary to PERA through payroll deductions. Your employer contributes 16.2 percent.

Effective January 1, 2019, members will contribute 11.3 percent and employers will contribute 16.95 percent. Effective January 1, 2020, members will contribute 11.8 percent and employers will contribute 17.7 percent.

In addition, if you were hired after March 31, 1986, a portion of your salary is deducted for Medicare coverage through Social Security.

Because the Police and Fire Plan is a defined benefit plan, contribution rates periodically change to reflect changes in benefits and funding needs.

Refund of Your Contributions

If you end your public service and remain out of public employment for more than 30 days, you may elect to receive a refund of your contributions instead of leaving them with PERA for a future pension. The refund consists of your employee contributions plus interest, compounded annually. This is payable in a lump sum no less than 30 nor more than 120 days after PERA receives your application. You are not eligible for a refund if you continue public employment in another position covered by the Police and Fire Plan or are contributing to another PERA plan with the same employer.

If you leave PERA covered employment, your account becomes inactive. If you remain out of PERA service, are not vested, and do not apply for a refund within five years after your last member contribution was made, you will forfeit your member contributions and interest. PERA will automatically consolidate your member contributions and interest to the PERA fund. The consolidated member contributions forfeited by you (the member), can only be restored if you return to PERA covered employment or apply for a retirement annuity with another public pension plan.

Repaying a Refund

If you return to public service in Minnesota after receiving a refund, you may repay a lump sum payment of all previously forfeited service, plus interest, to restore prior service credit with PERA. This will result in a larger retirement benefit and may improve your benefit should you become disabled. You may repay each total refund one time.

You may repay your refund six months after you resume public service. The refund can be paid at any time, up to six months after retirement or termination of your public position. Refunds may only be paid one time, as a lump-sum payment.
**Service Credit**

PERA awards you one service credit for each month in which you worked and were compensated by your employer.

You may also receive credit for up to three months while on a temporary layoff status.

You are vested in PERA after 36 months of public service if you qualified for membership prior to July 1, 2010. (Individuals who qualify for membership after June 30, 2010, must have a minimum of five years of service, and those hired after June 30, 2014, must have at least 10 years of service.) Being vested means you qualify for benefits at the minimum allowable age.

**Purchasing Service**

Occasionally, additional service credit with PERA may be purchased based on member and employer contributions. These circumstances are described below.

**Contributory Purchase**

**Military Service**

If you are a public employee, go on a military leave, and return to public service with the same employer upon your honorable discharge, you may purchase credit for any or all of your leave, up to a maximum of five years.

To obtain credit, you must make your employee contributions. Your contributions will be based on the salary you would have earned during your period of leave. Full payment must be made within three times the length of the leave or five years, whichever is shorter. You have a minimum repayment period of one year. Employer contributions, as well as any interest due, are the obligation of the governmental agency reemploying you when you return.

**Authorized Leaves**

You will automatically receive service credit while on a paid leave of absence of any type. The normal employee contributions are deducted from your salary and your employer makes corresponding contributions.

You may also purchase service credit for up to one year of employer-authorized unpaid leave. To do so, you must make your employee contributions, as well as your employer’s contributions. (Your employer may elect to pay the employer share for you.)

Payment is based on your average salary during the leave, and must be made within one year after your return to public service or 30 days after termination of service, whichever is sooner. Interest will be charged from the date your leave ends until full payment is made.

If you purchased 12 months of salary and/or service credit, you must return to public service and earn three months service credit in order to purchase subsequent leaves of absences.

If your income is reduced because of a leave policy, this will probably have no impact on your service credit with PERA but could affect your high-five average salary. (See page 4.)

**Actuarial Military Purchase**

Legislation passed during the 2019 Minnesota legislative session provides PERA members the option to purchase service credit for one or more prior military leave period(s) that occurred:

- before becoming a public employee, or
- during public employment covered by a PERA pension plan, and you missed the original purchase timeframe.

Please contact a PERA Service Representative for more information on this actuarial purchase option at 651.296.7460 or 1.800.652.9026.

** Strikes**

You may purchase up to one year of service credit for any period of time you participate in a public strike without pay. This must be done within five years of the end of the strike.

If the purchase is made within one year of the end of the action, the cost is your member contributions and your employer’s contributions based on your salary at the end of the strike period, plus any applicable interest.

If more than one year but less than five years has elapsed since the end of the strike, the service credit may be purchased on an actuarial basis.

**Retirement Benefits**

You will receive an unreduced benefit from PERA when you reach full retirement age. You may retire prior to that date, but your pension will be permanently reduced by doing so. These options are described below.

**Full Retirement Age**

Full retirement age for vested members of the Police and Fire Plan is 55.
Individuals hired prior to July 1, 1989, also qualify for a full, unreduced pension when their age plus years of public service total at least 90 (Rule of 90), regardless of age.

A minimum of one year of public service is required to qualify for a retirement benefit for active members at or over their full Social Security retirement age.

**Early Retirement**

If you retire before age 55, you may be eligible for a reduced benefit if you are at least age 50 and vested for retirement benefits (see page 11) or at any age with 30 years of service (if hired prior to July 1, 1989).

**Combined Service Annuities**

You may combine service credits earned in the PERA P&F Plan with those earned while employed in other public service positions in Minnesota. These are called combined service annuities.

**You are eligible for combined service annuities if:**

- You are at least at the minimum retirement age for each plan you participated in and your total public service meets the vesting requirements of each plan; or

- You have 30 or more years of service under PERA and the other covered plan(s) (if hired prior to July 1, 1989), regardless of age.

**Other requirements for combined service include:**

- You must have at least six months of allowable service credit under each plan;
- The benefit effective dates for all plans must be within a year of one another; and
- You must terminate all public service before any combined service benefits can begin.

You do not qualify for combined service if you are already receiving a benefit from the other plan.

The following public retirement plans qualify for combined service with PERA's Police and Fire Plan:

- Public Employees Retirement Association (PERA)
- Minnesota State Retirement System (MSRS)
- Teachers Retirement Association (TRA)
- St. Paul Teachers Retirement Fund Association (SPTRFA)

**How We Calculate Your Benefits**

Your high five-year average salary (high-five salary) is the salary you earn during the 60 consecutive months in which your salary was greatest—not calendar or fiscal years.

If your salary was reduced because you received workers’ compensation for a temporary disability, partially-paid medical leave, or furlough (after June 30, 2009), you may make employee and employer contributions on this lost salary, plus interest, to PERA. This will bring your reported salary during that time up to the level you were paid during the six months prior to the event. (Your employer may make the employer contributions plus interest, but is not obligated to do so.)

Normally, employers report the cause of the salary reduction to PERA and the Association will contact you on the contributions necessary to make your high-five salary whole. If your salary was reduced because of a partially-paid medical leave, contact PERA.

Payment must be received within one year of the end of the event causing the salary reduction, or within 30 days after your termination of public service, whichever is earlier.

Your pension is paid as equal monthly payments for your lifetime with annual adjustments. The benefit is a product of your age, high-five salary, and years of credited public service. These factors vary from member to member. The pension amount also depends upon whether you elect to provide income protection to a survivor (any one individual) in the event of your death.

**Calculations**

Under the retirement benefit formula, you receive 3 percent of the average salary you earned during your highest-paid 60 consecutive months of service for each year of credited service. Should you work less than five years in public service but still qualify for a benefit, your salary for all years of service will be averaged. The formula looks like this:

\[3\% \times \text{Years of P&F Service} \times \text{Your average salary for your highest-paid 60 consecutive months of service}\]

**Note:** Tables in the back of this handbook provide you with the approximate percentage of your average salary that you can expect to receive at retirement if...
fully vested. The amounts are based on your years of service and age at retirement.

**An example:** Suppose you are a P&F Plan member retiring at age 55 with 30 years of service and a “high five” average salary of $40,000.

Your retirement benefit would be calculated this way:

\[
3\% \times 30 \text{ years of service} = 90\%
\]
\[
90\% \times 40,000 = 36,000 \text{ a year, or } 3,000 \text{ a month.}
\]

**Early Retirement**

A full retirement benefit is used as the basis for early retirement calculations. There is a permanent reduction in benefits for retirement prior to age 55.

The reduction in benefits for early retirement will be 5 percent per year, prorated on a monthly basis (approximately 0.417 per month), beginning July 1, 2019.

Starting with retirements effective July 1, 2014, and ending July 1, 2019, the higher reduction rate will be gradually phased in on a monthly basis. To view the impact of early retirement on your benefits, visit our retirement calculator in your MY PERA account. The early retirement reduction factors during the 2014-2019 transition period have all been incorporated into MY PERA estimates.

**An example:** Continuing our previous example but changing the retirement age from 55 to 50 results in a 25 percent reduction in the monthly pension amount for a member retiring after June 2019. This would give you the following monthly pension:

\[
25\% \times 3,000 = 750
\]
\[
\text{3,000} - 750 = 2,250 \text{ a month.}
\]

**Vesting**

To qualify for a retirement benefit, an individual must be a vested member of the Association. For members hired prior to July 1, 2010, this requires a minimum of three years of public service. For those hired between July 1, 2010, and June 30, 2014, the vesting period is five years of service, and 10 years for those hired after June 30, 2014.

For individuals who first became a member of the association after June 30, 2010, and June 30, 2014, we use the following table for vesting:

<table>
<thead>
<tr>
<th>Full Years</th>
<th>Percent of Service Vested</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 years</td>
<td>50%</td>
</tr>
<tr>
<td>6 years</td>
<td>60%</td>
</tr>
<tr>
<td>7 years</td>
<td>70%</td>
</tr>
<tr>
<td>8 years</td>
<td>80%</td>
</tr>
<tr>
<td>9 years</td>
<td>90%</td>
</tr>
<tr>
<td>10 years</td>
<td>100%</td>
</tr>
</tbody>
</table>

Thus, for an individual first becoming a member of the association after June 30, 2010, we would calculate a retirement benefit using this reduction for between five and 10 years of service.

**An example:** You are a P&F member with seven years of service (70% vested) at age 55 and a "high five" average salary of $40,000:

\[
3\% \times 7 \text{ years of service} = 21\%
\]
\[
21\% \times 40,000 = 8,400
\]
\[
70\% \times 8,400 = 5,880 \text{ a year, or } 490 \text{ a month.}
\]

For an individual who first became a member of the association in the Police and Fire Plan after June 30, 2014, we use the table below:

<table>
<thead>
<tr>
<th>Full Years</th>
<th>Percent of Service Vested</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 years</td>
<td>50%</td>
</tr>
<tr>
<td>11 years</td>
<td>55%</td>
</tr>
<tr>
<td>12 years</td>
<td>60%</td>
</tr>
<tr>
<td>13 years</td>
<td>65%</td>
</tr>
<tr>
<td>14 years</td>
<td>70%</td>
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<tr>
<td>15 years</td>
<td>75%</td>
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<tr>
<td>16 years</td>
<td>80%</td>
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<tr>
<td>17 years</td>
<td>85%</td>
</tr>
<tr>
<td>18 years</td>
<td>90%</td>
</tr>
<tr>
<td>19 years</td>
<td>95%</td>
</tr>
<tr>
<td>20 years</td>
<td>100%</td>
</tr>
</tbody>
</table>

For individuals first enrolled in the Police & Fire plan after June 30, 2014, retirement benefits are capped at 99 percent of average salary (equivalent to 33 years service).

**Combined Service Annuities**

You may combine your service in PERA with service earned in other covered Minnesota public pension plans and collect a benefit from each plan. A combined service annuities is based on your years of credited service with each covered public pension plan.

Combined service creates some advantages for you. First, total service in all plans in which you worked determines whether you are vested in each individual plan.

**An example:** If you have two years of PERA service and three years with the Minnesota State Retirement System (MSRS), your total service is five years. This is the vesting period for PERA and MSRS for anyone first becoming a member of the association after June 30, 2010 and before July 1, 2014. Being vested means you qualify for benefits at the minimum allowable age.
Combined service, therefore, permits you to be considered vested in both of these plans. You would not be vested in either plan if service credit were granted by the plans individually.

A second advantage of combined service is that a high-five salary is used to calculate your pension in each pension plan. Average salary is derived from your highest-paid 60 consecutive months of salary, no matter when or in what plan it was earned. (If you have less than five years of service, all salary is averaged.)

**Another example:** Suppose you contributed to MSRS for five years 20 years ago when compensation was much lower than it is today. You are now retiring from the Police and Fire Plan after 20 years of service. Your average salary over your five highest-paid years will likely be the last five years you contributed to the P&F Plan. If so, this average salary will be used to calculate both your PERA pension and your MSRS benefit. Your MSRS pension will, as a result, be much higher than it would have been had MSRS computed an average salary based on your compensation 20 years ago.

**A few more points about combined service annuities:**
- You may add your years of service with another Minnesota public pension plan to those you have earned under the PERA P&F Plan to meet the Rule of 90 (age plus years of service equal 90), but only if you meet the age requirements to draw a pension from the other plan. The Minnesota State Retirement System, the Teachers Retirement Association and the St. Paul Teachers Retirement Fund Association also provide retirement under the Rule of 90, as long as your total public service plus age at retirement equal 90.
- Your pension from each plan is based upon that plan’s benefit formula. These formulas may differ.
- If you are already receiving a benefit from another fund, you may not qualify for combined service.

**Forms of Payment**

PERA provides several pension options at retirement that should be reviewed carefully prior to applying for benefits. Some of the decisions you make become irrevocable on the date PERA issues your first payment. These include the pension option you choose and your named survivor.

**Single-Life Retirement Benefit**

A Single-Life Retirement Benefit is paid during your lifetime only; no monthly payments will be made to any person after your death. However, any balance of your employee contributions at the time of your death will be paid to your designated beneficiary(ies).

**Survivor Options**

If you want to continue income for your surviving spouse or another individual in the event of your death, you may elect a 25, 50, 75, or 100 percent survivor option. Upon your death, these benefits pay 25, 50, 75, or 100 percent of the value of your current monthly pension to the individual you name as your survivor.

Monthly payments under a survivor option are smaller than the single-life pension because they are paid over both your expected lifetime and that of your designated survivor. If you select a survivor option and your designated survivor dies before you, the amount of the pension will increase to the level of the single-life pension—the amount you would have received had you not chosen protection for a survivor. PERA will begin paying the single-life amount upon notification of the death of your survivor. Retroactive payments are limited to six months prior to notification.

If both you and your survivor die, your designated beneficiary(ies) would receive, if any, the remaining employee contributions you made to PERA.

If you are married, your spouse is required to sign your benefit application. Failure to do so will result in a default 50 percent survivor option if you have chosen either the single-life or 25 percent survivor option.

Under Internal Revenue Service (IRS) regulations, you may name any person as your survivor; however, if you designate someone other than your spouse, there are restrictions on the age difference between the member and the person designated when selecting the 100 and 75 percent options. If you name your spouse as your survivor, there are no age restrictions.

For more information see [Survivor options explained applying the IRS formula](#).

If the individual you wish to name as your survivor is disabled and receives income through a supplemental needs trust meeting Social Security’s supplemental security income standards, you may name the trust as your survivor. It must be established solely for the benefit of that individual, and benefit payments will end upon the death of that person.
A survivor option selection can only be rescinded if both the member and designated survivor mutually agree to allow the benefit to be recomputed as a single-life pension. If the designated survivor is a spouse, this requires a marriage dissolution or annulment decree specifying the change.

**Note:** Joint and survivor tables used to compute benefits under each of these options are reviewed annually and updated to reflect changes in life expectancies. Thus, the reduction percentage from a single-life benefit will change periodically.

### If You Leave Before Retirement

If your public service ends after you are vested for a benefit but are under age 50, you may leave your contributions with PERA and qualify for a later retirement benefit, called a deferred pension.

When you terminate PERA-covered employment and leave your contributions in the fund rather than take a refund, PERA calculates a pension amount based upon your years of service and average salary at termination. You can begin receiving a lifetime benefit any time after reaching age 50, but benefits must begin before age 70½.

If you were first hired into public service prior to July 1, 1989, deferred benefits can begin at any age if you have 30 or more years of service. You may also qualify for the Rule of 90 (age plus years of service equal 90 years) as a deferred member. Even though you are no longer in public service, you are a month closer to the Rule of 90 for every month your contributions remain with PERA.

If you terminate public service but do not want to leave your employee contributions with PERA, you may request a refund of your employee contributions plus interest, compounded annually. You may apply for a refund immediately upon termination of PERA-covered employment, or you may leave the contributions in PERA and apply for a refund at any time before a deferred benefit is paid.

When you collect a refund of employee contributions, you forfeit all future PERA benefits, such as a pension. *(See Refunds and Repaying a Refund on page 4.)*

### Preparing for PERA Retirement

You can always get an up-to-date estimate as a registered user of MY PERA at PERA’s website, [www.mnpera.org](http://www.mnpera.org).

### Applying for Retirement

A retirement application provided by PERA must be completed and filed with our office. You (and your spouse) must sign the application before a notary public. While a retirement application can be filed up to six months prior to your effective date, we suggest you submit your application at least 60 days prior to your retirement date.

With your retirement application, you will be required to furnish a document showing evidence of your age, such as a copy of your birth certificate. We also require evidence of any name changes, such as a copy of your marriage certificate or court order. A passport showing your current name fulfills both of these document requirements. If you select a survivor option, we will also need evidence of the age and any name changes of that person as well.

Finally, you must also provide PERA with a *Verification of Termination* form signed by your employer. You are required to take this form to your employer to complete, date, and sign. You or your employer may submit the completed form to PERA.

Forms are available online at [www.mnpera.org](http://www.mnpera.org).

Your application will not be considered valid until these documents are provided. PERA reserves the right, at any time, to see originals or certified copies of any document submitted to substantiate an individual's name or age. Originals will be returned to you after we process your application.

### Effective Date of Retirement

If you are eligible for a retirement benefit, your retirement is effective with PERA the first day of the month following your termination from public employment.

### When Payments Begin

PERA will pay you an estimated benefit approximately two weeks after the effective date of your retirement if we have received a valid retirement application with the other required documents.

If PERA receives your retirement application after you terminate your public service, you may be paid a benefit retroactively. Retroactive payment, however, is limited to six months.

Upon receipt of final salary information from your employer, PERA will recalculate your final monthly pension based on this additional information. This is the actual amount to which all future increases will apply. If this finalized benefit amount is different from
your initial estimated benefit payment, adjustments for any over- or under-payments will be made retroactively to the effective date of your benefit.

**Pension Increases**

Monthly payments to benefit recipients are adjusted every January. Retirees will receive a 1 percent increase each year. This is a fixed percentage of the prior year’s benefit amount and is not tied to inflation.

Members whose retirement is effective after June 1, 2014, will receive their first increase 31 to 42 months after retirement. If your retirement is effective July 1 (the beginning of PERA’s fiscal year), you become eligible for a full post-retirement increase 42 months later. If your retirement becomes effective on a date other than July 1, a prorated increase will become payable to you in 31 to 41 months. The waiting period and size of your first increase depend upon the number of months remaining in the fiscal year after the effective date of your retirement. You then automatically become eligible for 100 percent of any subsequent increases awarded every January 1.

**Working After Retirement**

A right to a retirement benefit requires a complete and continuous separation from all public employment for 30 days. There can be no written or verbal agreement prior to termination to provide services to a public employer. Independent contractors and employees of an independent contractor may not work for their same employer for 30 days. Public employment includes service to any governmental employer in Minnesota – e.g. school districts, cities, counties, townships, and state.

While there is no restriction on your earnings if you are over Social Security’s full retirement age, should you retire prior to that age and return to PERA-covered employment, you must remain within the annual earnings limitation established by the Social Security Administration. If this limit is exceeded, your PERA pension may be reduced or suspended.

The amount by which your pension is reduced may be claimed as a lump sum one year after you terminate your PERA-covered job. If your reemployment extends through the end of a calendar year, the deductions from your pension that year may be reclaimed one year later. Check our website at [www.mnpera.org](http://www.mnpera.org) to find out about current earnings limits.

**Tax Withholding**

Most of your PERA benefit is federally taxable. When you fill out your Application for Retirement Benefits, you have several options for the withholding of federal and Minnesota income tax from your PERA pension. You may:

- Have no federal or state taxes withheld;
- Have PERA calculate the amount to be withheld for taxes based on your withholding status; or based on withholding status plus an additional dollar amount.

If you choose to have no income tax withheld by PERA, you may become responsible for making quarterly federal and state estimated tax payments on your pension. PERA will provide you with information on the amount of your pension and that portion, if any, which is exempt from taxes.

If you have PERA calculate your withholding, we will do so based on your marital status and the number of exemptions you wish to claim. If we determine no tax is due, no amount will be withheld.

If you do not specify a withholding preference and your pension is large enough to require withholding,
PERA is required by law to withhold federal income tax. In this instance, we will calculate the withholding assuming you are married and claim three exemptions. Also, if you reside outside the United States after retirement, PERA is required to make at least the standard federal withholding from a pension.

PERA cannot withhold tax for a state other than Minnesota.

Every January, PERA will issue you an IRS Form 1099R. You will need this statement to prepare your federal and state tax returns. The 1099R indicates the taxable and non-taxable (if any) amount of your pension, and how much PERA withheld for taxes.

If you are a registered member of MY PERA at www.mnpera.org, you can view your benefit payment history and 1099s, as well as change your withholding, at any time. You can also contact PERA at any time for this information.

Direct Deposit

PERA encourages you to have your monthly pension check automatically deposited in your checking or savings account. We include enrollment as part of our benefit application. Your benefit will be deposited in your account the first working day of each month.

Disability Benefits

You may be eligible for benefits from PERA if you are unable to perform the duties of a police officer, firefighter, or Hennepin County paramedic or emergency medical technician because of a physical or psychological disability.

If you are disabled while engaged in inherently dangerous duties specific to your occupation, it is called a duty disability and no minimum service time is required to qualify for benefits. A disability occurring under any other circumstance, either on or off the job, is called a regular disability and one year of service is required.

To Qualify for Disability

Your condition must be expected to last at least one year to qualify for disability benefits from PERA. In addition, you must meet the following qualifications:

- You must be actively working in public service when you become disabled.
- If your claim is filed within two years of the illness or injury causing your disability, you must prove you are unable to perform the duties of your occupation. If a claim is filed more than two years after this event, you must provide evidence you are unable to perform the duties that were expected of you during the 90 days preceding the last day you performed services for the employer.

- You must apply for disability benefits within 18 months from the date you end your public service. Your disability, however, must have occurred before you terminated public employment.
- You may not apply for a disability benefit if you are already receiving a Police and Fire pension from PERA. The same is true if you are age 55 or older with 20 or more years of service for a duty disability, and age 55 or older with 15 or more years of service for a regular disability.

When you apply for disability benefits, you will need to give medical evidence supporting your claim of disability as well as a workers’ compensation First Report of Injury. After benefits begin, PERA will require periodic medical examinations as proof that your disability is continuing.

Once a disability benefit is approved, you must stop working at your Police & Fire Plan position within 45 days. You do not need to terminate your position and you can stay on the payroll while you exhaust sick leave and vacation time, if necessary. If you continue to work past the 45 day limit, your disability application will be canceled and you cannot apply for disability, based on the same condition, for a period of one year.

If PERA denies your request for disability benefits, there is an appeals process which includes an independent finding by an administrative law judge. The PERA Board of Trustees will make the final decision about your eligibility to receive PERA disability benefits.

PERA considers each disability case on an individual basis. In some instances other statutes may apply. Benefit counselor prior to actually filing your claim.

Benefit Formula

Duty Disability

If you are disabled while engaged in activities that are inherently dangerous and specific to your position, the benefit is called a duty disability pension and the base benefit is 60 percent of your average salary over your five highest-paid consecutive years of service. This is equivalent to a retirement benefit based on 20 years of service.
You will receive an additional 3 percent of salary for every year of public service you have in excess of 20 years. The result is a pension equivalent to an unreduced retirement benefit.

If your duty disability is judged to be total and permanent, you are eligible for automatic survivor protection until age 55 or five years after the disability occurs, whichever is later. You can elect survivor protection at that time. However, you will remain in a disability status for your lifetime rather than converting to retirement. Because you remain in a disability status for life, you will continue to be subject to workers’ compensation and reemployment earnings restrictions.

**An example:** If you are injured while performing hazardous tasks specific to your occupation and have 25 years of service and a high-five average salary of $40,000, your disability benefit would be calculated as follows:

\[
60\% \times 40,000 = 24,000 \\
(\text{This is your annual base duty disability benefit.})
\]

Since service in this example exceeds 20 years, 3 percent of your average salary would be added for each year of service you have over 20. In this case:

\[
3\% \times 5 \text{ Years} = 15\% \\
15\% \times 40,000 = 6,000
\]

Adding the two amounts together results in the total disability payment:

\[
24,000 + 6,000 = \\
30,000 \text{ a Year,} \\
or \$2,500 \text{ a Month.}
\]

This is called a single-life disability benefit. This benefit provides survivor protection for your spouse only if it is a total and permanent duty disability pension.

**Regular Disability**

Should your disability occur under any other circumstance, either on or off the job, it is called a regular disability and is 45 percent of salary (equivalent to 15 years of service). If the disability is found to be total and permanent, you will receive an additional 3 percent of salary for every year of service you have in excess of 15 years. This is equal to an unreduced retirement pension.

**Forms of Payment**

Payment of your disability will be made on a monthly basis using the above formula unless you elect a 25, 50, 75, or 100 Percent Disability Survivor Option. While these options reduce the amount of your monthly payment, they provide for the continuation of the payments at a 25, 50, 75, or 100 percent level for your designated survivor should you predecease that individual.

To apply, you must complete a disability application. If you are married, it must also be signed by your spouse. Failure of a spouse to sign the application will result in a default selection of the 50 percent survivor option if you have chosen the single-life or 25 percent survivor option.

If you are receiving a single-life disability benefit and the disability continues to age 55, or five years after the disability benefit becomes effective, whichever is later, it will convert to a retirement benefit and you will have the option of continuing pension payments in that form or selecting a survivor option. You may also convert a disability benefit to an early retirement benefit anytime between age 50 and 55.

Once retirement benefit payments begin, the type of benefit selected can no longer be changed. If your disability was already in the form of a survivor option, that selection cannot be changed.

At the time your benefit is converted to a retirement benefit, the amount you are receiving will be compared to a regular retirement benefit and your future benefit will be the higher of these two amounts.

**Combined Service**

Service with PERA may be combined with coverage in another Minnesota public retirement plan for determining eligibility and the amount of your benefit.

If you are active in the P&F Plan, qualify for a duty disability, and have 20 or more years of combined service, the service with the other plan may be used to increase the amount of your benefit. Also, if you qualify for a total and permanent regular disability with 15 or more years of combined service, the service in the other plan may be used to increase your benefit.

**When Benefits Begin**

Disability benefits begin when you no longer have sick or vacation time credited to you and you are no longer receiving any other salary payments. If your application is filed late with PERA, benefits can be paid retroactively, but no more than 90 days prior to the day PERA receives your application.
Purchasing Past Service

If you have received a refund for prior public service, you may wish to consider repaying all of your previously forfeited service. This would increase your total service credits and may, or may not, increase the amount of your disability benefit, depending on the type of benefit you qualify for and your total amount of public service.

Repayment must be made within six months of filing for disability, the effective date of the benefit, or termination of public service, whichever is later. It requires a lump-sum payment plus interest. No other purchase of service is allowable after a disability application is filed with PERA. Repayment of a total refund can only be made one time.

Reemployment

If you remain disabled according to Minnesota state law and return to work in a position not normally covered by the Police and Fire Plan, you may continue to receive a duty or regular disability benefit. However, you will no longer qualify for a total and permanent disability benefit. Your combined salary and benefit cannot exceed the salary you were earning before your disability or 125 percent of the base salary currently being paid by your former employer for a similar position, whichever is higher. The disability benefit must be reduced by $1 for every $3 you receive above the limit.

Workers’ Compensation

Your PERA disability benefit plus any workers’ compensation you receive cannot be more than the higher of either the salary you were receiving before your disability began or the current salary for a similar position. If you are receiving PERA disability, workers’ compensation, and are employed, the total of your salary and the two benefits also cannot exceed the salary limits described earlier. If the total of these three incomes exceeds the limit, your PERA disability benefit will be reduced by $1 for every $3 earned above the limit.

Unlike reductions in retirement benefits due to employment, any reductions in disability benefits because of reemployment or workers’ compensation are non-refundable.

Death While Receiving Disability

If you are receiving disability payments from PERA, die, and did not select a survivor option on your application for disability, your spouse will not qualify for any benefit unless your benefit is a total and permanent duty disability. If that is the case, he or she will receive 50 percent of your average salary during your last six months of service (60 percent of salary if death is attributable to the disabling illness or injury).

Should you die, each of your dependent children will receive 10 percent of your average salary during your last six months of service, no matter which type of disability benefit you were receiving.

Your dependent children will continue to receive a benefit until they are no longer considered to be dependent. Under state law, a dependent child is your natural or adopted, unmarried child who is:

- Under age 18, or
- A full-time student between the ages of 18 and 23.

The benefits for students end at their 23rd birthday.

The combined monthly benefit for your family cannot exceed 70 percent of the average salary (80 percent if your death was in the line of duty.)

If you should die after selecting a survivor option, your survivor will receive the specified percentage of your benefit for life. Any dependent children will also qualify for dependent coverage until they are no longer considered dependent. Again, the total benefit may not exceed the family maximum.

Benefit Increases

Increases to your disability benefit are identical to increases granted retirees and are awarded each January. The maximum wait for your first increase is 42 months.

Taxes

If you are receiving a duty disability, all of the benefit attributable to the first 20 years of service is non-taxable income until it is converted to a retirement benefit (age 55 or five years after the benefit is granted, whichever is later). When the benefit converts to a retirement benefit, it is taxed accordingly.

If you are receiving a total and permanent duty disability, the base benefit of 60 percent of salary is tax free for life. In both cases, any benefit attributable to service in excess of 20 years is fully taxable.

If you are receiving a regular disability benefit, your payments are fully taxable until age 50. At age 50, your disability benefit is taxed in the same manner as a retirement benefit. PERA will provide you with a Form 1099R each January.
Insurance
Remember: You must have a minimum of 20 years of service if receiving a duty disability and 15 years for a regular disability before you will receive an amount over the minimum benefit in the Police & Fire Plan. Any additional benefit available through combined service requires qualification for disability under the rules governing that plan. Thus, you may wish to consider the purchase of disability insurance, either through your employer or independently, to meet your income needs should you become disabled.

Preretirement Survivor Benefits
PERA provides survivor benefits for its active Police and Fire members.

Survivor benefits follow a simple succession. Should you die prior to retirement, any survivor benefits due would first go to your surviving spouse. If there is no spouse, benefits would then be payable to any qualifying dependent children. Finally, if there are no survivor benefits due, the balance in your account would be distributed to your beneficiary(ies). If we have no listed beneficiary(ies), the funds would be paid to your estate.

Spouse Benefits
If you are an active member of the fund, are partially or fully vested, and die prior to retirement, your spouse is eligible for a lifetime survivor benefit. This benefit is based on 50 percent of your average salary during the six months of public service immediately preceding your death. If death is a result of inherently dangerous activities specific to your position, the benefit is 60 percent of salary.

If you are over age 50 at the time of your death, PERA will also calculate a survivor benefit based on a formula using your total years of service, high-five salary during your highest-paid 60 consecutive months of service, your age at death, and the age of your surviving spouse. Your spouse will always receive the higher of these two amounts.

This benefit continues for the lifetime of your spouse, even upon remarriage. In most cases, a surviving spouse benefit requires that you be vested with PERA. However, this requirement is waived if death occurs in the line of duty.

Children’s Benefits
Dependent children of Police and Fire Plan members are also eligible for survivor benefits. These benefits are equal to 10 percent of your salary during your last six months of public service.

The dependent child's benefit ends when he or she is no longer considered to be dependent.

By law, a dependent child means a member's natural or adopted, unmarried child who is:
- Under age 18; or
- A full-time student between ages 18 and 23.

Family Maximum Benefit
The family maximum combined monthly benefit is 70 percent of your average monthly salary during your last six months of service (80 percent if your death was in the line of duty). There is also a minimum family benefit of 50 percent of this average salary.

An example: If you are survived by two dependent children and no spouse, the children would each be entitled to 25 percent of your average salary, thus equaling the 50 percent family minimum.

Refund
If you name your spouse as your beneficiary with PERA, he or she may forgo the survivor benefit in favor of a refund of your employee contributions plus interest. A refund cannot be paid, however, if there are dependent children.

Should you leave public service prior to age 50, defer your benefits and die, a refund of your contributions, plus interest, is the only option available to your spouse.

If no one completes the beneficiary or estate paperwork PERA sends within five years from when you passed away, then they forfeit your accumulated contributions and interest from PERA.

Benefit provisions take precedence over beneficiary rights, although a surviving spouse benefit can be waived. This means if you have a spouse or dependent children, and you have named another

Survivor Benefits
The table below shows various average salaries and the monthly survivor benefits available to eligible family members for all but a death resulting from hazardous duty.

<table>
<thead>
<tr>
<th>Monthly Average Salary</th>
<th>Surviving Spouse</th>
<th>Spouse &amp; 1 Dependent Child</th>
<th>Family Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,000</td>
<td>$ 500</td>
<td>$ 600</td>
<td>$ 700</td>
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<tr>
<td>2,500</td>
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<td>5,000</td>
<td>2,500</td>
<td>3,000</td>
<td>3,500</td>
</tr>
</tbody>
</table>
individual as your beneficiary, the beneficiary is not eligible for a refund of any remaining balance in your account until there are no longer any survivor benefits payable.

Other Information You Should Know

Online Services
To help you better understand the purpose and benefits of the Association, PERA offers many services online at www.mnpera.org.

Most Association publications are posted on our website. By signing up for MY PERA, members have immediate access to their individual benefit estimates, account balances and other personal information. Members may also register online for PERA’s individual and group conferences and educational programs.

Educational Services
In an effort to make information about PERA and its benefits more readily available to members, we have representatives who will conduct group informational meetings and answer members’ questions. If you want an association representative to come to your meeting, call PERA’s Education and Communications Division to schedule a time.

In addition, PERA conducts pre-retirement workshops and group counseling programs across Minnesota each year. Our expanding educational efforts are designed to assist you in planning for your future years through retirement.

Contact PERA by calling 651-296-7460 or toll free 1-800-652-9026.

Retirement Benefit Estimates
Estimates are available online any time for registered members of MY PERA.

In addition, PERA will provide an estimate of your retirement benefit upon request. In order for us to give you as accurate an estimate as possible, please supply your name, Social Security number, PERA Identification Number (if known), your expected retirement date, and the name and date of birth of anyone you might wish to designate as your survivor.

As you approach retirement, you may wish to meet with a PERA representative at a group or individual conference. This may be done at our offices in St. Paul, Mankato, or Duluth, or at one of several scheduled conferences throughout Minnesota. Schedules of these meetings are mailed twice a year and are available any time at www.mnpera.org.

Beneficiary(ies)
You should verify the name of the person(s) shown as your beneficiary(ies) on PERA’s records. This information is available any time at MY PERA. Upon your death, this individual will receive any balance in your account if no survivor benefits are payable. If you have no listed beneficiary(ies), these funds will be payable to your surviving spouse, or if none, to your estate. If you are unsure of your current beneficiary(ies), contact PERA and you may verify this information. A change form can be found on our website under Forms & Publications.

Rescinding a Survivor Option
Once benefits begin, the only time a survivor option can be rescinded is in the case of a mutual agreement on the change by both the PERA retiree and the chosen survivor. If the PERA member and survivor are married, a marriage dissolution or annulment decree must specify that the chosen survivor option be nullified and the PERA benefit recipient’s pension be recomputed as a single-life pension. Contact PERA for additional information.

Change of Name or Address
If you or your beneficiary has a change of name or address, please notify PERA so we can update your records. A change form is available online.

Unlawful Death of a Member
PERA will immediately suspend any survivor option or survivor benefit otherwise due an individual if that person is charged with causing the death of a PERA member.

Any person qualifying for a survivor benefit found guilty of causing the death of a member will have his or her benefit permanently revoked.

Administration of PERA
PERA is governed by an 11-member Board of Trustees. By statute, one member is the state auditor. Five members are appointed by the governor, and five are elected by PERA members. The board meets monthly, and meetings are open to the public.
Single-Life Benefit Option
For Police and Fire members qualifying for PERA membership prior to July 1, 2010
The table below shows the percentage of your high 5 average salary you may expect to receive as a Single-Life Option if you start your benefit July 1, 2019, or later. You can also view benefit estimates in your MY PERA online account.

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>50</th>
<th>51</th>
<th>52</th>
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Single-Life Benefit Option
For Police and Fire members qualifying for PERA membership between July 1, 2010 and June 30, 2014

The table below shows the percentage of your high 5 average salary you may expect to receive as a Single-Life Option if you start your benefit July 1, 2019, or later. You can also view benefit estimates in your MY PERA online account.

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<th>Age at Retirement 50</th>
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**Single-Life Benefit Option**

For Police and Fire members qualifying for PERA membership July 1, 2014, or later

The table below shows the percentage of your high 5 average salary you may expect to receive as a Single-Life Option if you start your benefit July 1, 2019, or later. You can also view benefit estimates in your MY PERA online account.

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MY PERA

For retirement estimates that are always up-to-date, visit MY PERA, your personal portal at www.mnpera.org

While the tables in the back of this handbook will give you an approximation of your future benefit from PERA, the estimates you can generate for yourself at any time in MY PERA will normally be more accurate. This is because benefits are based on months of public service, age by month, and average salary over an individual’s five highest-paid consecutive years of service. The tables presented here only look at full years of age and public service.

MY PERA is your personal link with the association. Here you can:

• Review and update your personal information
• View a current estimate of your benefits (just like your PBS), or create your own custom estimates
• Register for conferences and workshops
• Sign up for PERA’s e-publications
• Adjust tax withholding and direct deposit once you begin receiving your benefit, as well as print out tax form 1099R and proof of income reports

We’ve recently made updates to MY PERA. Now you can:

• Add or update beneficiaries online (active and deferred members only)
• Create and view estimates including a non-spouse survivor (active and deferred members only)

MY PERA incorporates all factors in calculating future benefits.
### Survivor Options

Tables on the next two pages show the percentage of a single-life pension you would receive based on your age and the age of the person you name as your survivor.

#### 25% Survivor Option

<table>
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<tr>
<th>Age of Survivor</th>
<th>Age of Member at Retirement</th>
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#### 50% Survivor Option

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**Note:** If your survivor is someone other than your spouse, see the *Survivor Options Fact Sheet* on our website under *Publications.*

### 75% Survivor Option

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POLICE & FIRE HANDBOOK

19