

Preparing for Retirement

KRS website, www.kyret.ky.gov

Approaching retirement can bring up a lot of questions. KRS gives you the tools to prepare for this important stage of life and offers our staff's experience and knowledge to help along the way. For comprehensive information, please refer to our **Retiree Handbook**

Ready to Retire Webinar

Retirement can be overwhelming and raise a lot of questions. The Ready to Retire webinar explains the retirement process from initiating retirement to receiving your first check. Join a KRS representative for a 30- minute presentation designed for members that are ready to retire!

[Ready to Retire Webinar](#)

Apply for Retirement

Log in to myretirement.ky.gov and click Apply for Retirement on the home page. Carefully follow the instructions throughout the retirement module and review your information before submitting your application.

For additional instructions to complete your online retirement application, visit [Managing Your Retirement Account](#).

You may also file for retirement by applying for retirement on our paper application. Complete the [Form 6000, Notification of Retirement](#) and mail or fax to the address/fax number on the form.

Required Documents

Member date of birth verification: Provide a legible copy of your birth certificate, driver's license or passport, a court order, or immigration and/or naturalization documents.

Beneficiary date of birth verification: Provide a legible copy of the beneficiary's birth certificate, driver's license or passport, a court order, or immigration and/or naturalization documents.

Request a Personal Identification Number (PIN)

If you have lost or never received a Personal Identification Number (PIN) please contact our office at 502-696-8800 or 1-800-928-4646 and it will be mailed to the address on record with KRS. **Please note that this option will cause a delay for the member in accessing the needed information while they wait for the PIN to arrive.**

To speed up the process, members and beneficiaries who have a valid email address on file with KRS can also request a new PIN to be sent to them via encrypted email, so they will receive the PIN the same day. A member or beneficiary may request a PIN via encrypted email **in Step 2 of the registration process for the self-service portal**, in the Contact Information module within the self- service portal, or by contacting KRS toll free at 1-800-928-4646. To request a new PIN through the self- service portal, click here to get started: <https://kyret.ky.gov/Pages/Login.aspx>

Use **Member Self Service** to:

- View your benefit details
- Maintain your contact information
- Create estimates for retirement (non-retired members)
- Calculate potential costs of service purchases (non-retired members)
- Change tax withholding (retirees)
- Enroll for health insurance during Open Enrollment (retirees)