



Requesting a Withdrawal, Rollover, or Distribution from Your Supplemental Retirement Plan How to print your Severance of Employment Certificate

To request a withdrawal, rollover, or total distribution from your *Supplemental Retirement Plan*, after leaving Anne Arundel County Public Schools, you must include a **Severance of Employment Certificate** along with any provider-required paperwork (such as a withdrawal form) to your Supplemental Retirement Plan provider.

Before you Access Retirement Manager...schedule a one-on-one meeting or place a call with your provider representative to learn about the distribution options available with your *Supplemental Retirement Program*. Your investment provider may also guide you on the *Retirement Manager* process as well as providing you with the necessary forms to pursue your request.

Accessing Retirement Manager

Use the AACPS website:

www.aacps.org

> **Staff**

> **Benefits**

> **Supplemental Retirement:
Engage**

or

www.aacps.org

> **Staff**

> **Retirees/Former Employees**

> **Supplemental Retirement**

or go directly to:

<https://www.MyRetirementManager.com>

Are you new to Retirement Manager?

Retirement Manager provides 24-hour guided access to your retirement accounts.

Create an Account

Click the *"I'm a New User"* link on the login page and follow screen prompts for *"User Verification"* and *"Security Profile Set-up."*

Create a User ID

Your User ID is a combination of letters and numbers. For security reasons, do not use your Social Security Number.

Create and Confirm Your Password

Using the guidelines provided, create a secure password that is easy for you to remember.

Select Your Security Image

You will see this image on the password page when you log into Retirement Manager. This helps to protect your access to RM.

Choose Your Security Question

Select questions/answers that are easy for you to remember.

Requesting a "Severance of Employment Certificate"

1. Log onto Retirement Manager

2. Under My Savings Manager, click "Request a Withdrawal"

You will be routed to *Select Plan* and *Distribution Type* Screen.

3. Select a Plan

Select an AACPS 403(b) or 457(b) plan.

4. Select type of distribution

a. Choose the *Severance of Employment Certificate*.

b. Select investment provider name in drop-down box.

c. Check *Full Disbursement* or

fill in *Requested Amount*.

d. Click *"Add Request."*

5. Print your Certificate

Include this certificate along with any provider required paperwork to initiate your withdrawal, transfer, or distribution.

6. Log out.

Do you need help initiating a certificate?

Contact your provider representative to assist with account information.

Contact the Retirement Manager Support Line at 1-866-294-7950 (7 a.m. to 6 p.m. Central Time) or via e-mail: ret.mgrsupport@valic.com.

Contact HR/Benefits at 410-222-5221/5219/5206 or via e-mail: benefits@aacps.org.

