

## Retirement Processing Timeline During COVID-19

The New Mexico Educational Retirement Board (NMERB) has communicated potential delays in processing retirement applications due to COVID-19 limited operations. Therefore, if you are considering retirement from UNM within the next few months, we urge you to contact [hrbenefits@unm.edu](mailto:hrbenefits@unm.edu) as soon as possible to discuss the timeline and the process to submit your retirement application to the Benefits office.

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To avoid potential delays during this time, the NMERB Retirement Application process will require the following steps:

1. NMERB: Download and complete your NMERB [Retirement Application](#), located on this webpage: <https://hr.unm.edu/retirement/erb-defined-benefit-plan>
  - For employees retiring under the Alternative Retirement Plan (ARP): <https://hr.unm.edu/retirement/alternative-retirement-plan>
2. If you are eligible for post-retirement health benefits through [VEBA](#), complete the applicable *Retiree Benefit Election Form*:
  - Pre-65 Retiree Form: [https://hr.unm.edu/docs/retiree/retiree-benefit-election-form-\(under-65\).pdf](https://hr.unm.edu/docs/retiree/retiree-benefit-election-form-(under-65).pdf)
  - Medicare-Eligible Retiree (age 65+) Form: [https://hr.unm.edu/docs/retiree/retiree-benefit-election-form-\(over-65\).pdf](https://hr.unm.edu/docs/retiree/retiree-benefit-election-form-(over-65).pdf)
3. Mail: **1) Your ORIGINAL** 'NMERB Retirement Application' along with your 'UNM Retiree Benefit Election Form' and;  
**2) a COPY** of one of the following forms of ID for you and your beneficiary (if you have one) – Driver's License, Birth Certificate, Passport or other form of Federal/State ID (only one form of ID is required) – to the Benefits Office at:

UNM HR Service Center  
MSC01 1220  
1700 Lomas Blvd NE, Suite 1400  
Albuquerque, New Mexico 87131

*Please retain a copy of your submitted documents for yourself.*

All Benefits personnel are currently working remotely and are providing support during normal business hours, Monday-Friday, 8 a.m. – 5 p.m. Please email the Benefits representatives at [hrbenefits@unm.edu](mailto:hrbenefits@unm.edu) with questions or assistance.