

MARYLAND STATE & MCPS SUPPLEMENTAL SYSTEMS
DISABILITY RETIREMENT/PENSION FORMS CHECKLIST

Form 20: *Statement of Disability* (7 page application)

Pages 1 & 2: to be completed by employee

Pages 3: to be completed by employee

Pages 4: to be completed by retirement coordinator

Pages 5 & 6: to be completed by the physician(s)

Page 7: Important points to know

Form 21 A: *Application for an Estimate of Disability Retirement Allowances*

Complete only the front of the form. Check all options and designate ONE beneficiary.

Form 129: *Preliminary Application for Disability Retirement*

Must select one of the following options while the application is in process

Opt. 1: Do not name a beneficiary, use State Form 4 if changing your current beneficiary.

Opt. 2: Must designate one beneficiary in spaces on this form.

Form: *Position Description*

You may print the general job description using the following link from the MCPS website. You may also add additional information pertaining to individual duties for your position. <http://www.montgomeryschoolsmd.org/departments/personnel/classification/>

MCPS Form 455-14: *Acknowledgement of Medicare Enrollment Requirements for All Disability Retirees*

All completed forms must be submitted to the following address:

**Montgomery County Public Schools
Employee and Retiree Service Center
45 West Gude Drive, Suite 1200
Rockville, MD 20850**

The State Retirement Agency (SRA) will notify their decision in writing if disability benefits have been denied, deferred or approved. You will have 120 days from the date of the approval stated on the letter from SRA, to complete the forms and to accept the disability retirement. If approved, you must contact ERSC and request retirement forms. The retirement forms must be completed and submitted to ERSC.