



# Final Salary Report

Colorado Public Employees' Retirement Association  
P.O. Box 5800, Denver, Colorado 80217-5800  
800-759-PERA (7372) • Fax: 303-863-3727 • copera.org



Member SSN

\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|

If member is returning to work after retirement, please ensure a bona fide termination of the employee/employer relationship occurs. Failure to properly terminate employment will invalidate the retirement.

Please complete this form per instructions on the reverse side.

### Member Information

Member Name \_\_\_\_\_ Job Title \_\_\_\_\_

Last Day on the Job \_\_\_\_\_ Last Day of Leave Used (If after last day on the job) \_\_\_\_\_  
Month/Day/Year Month/Day/Year

Termination Date \_\_\_\_\_  
Month/Day/Year

### Final Months of Salary

Pay Period End Date	PERA-Includable Salary Only		Member Contributions
	Base Pay	Extra Pay (if applicable)	
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

### Extra Pay Breakdown

If any final months' salary includes Extra Pay, please itemize the Extra Pay:

Total payout of unused \_\_\_\_\_ leave \$ \_\_\_\_\_

Total payout of unused \_\_\_\_\_ leave \$ \_\_\_\_\_

Total payout of unused \_\_\_\_\_ leave \$ \_\_\_\_\_

\$ \_\_\_\_\_ Define any other amount \_\_\_\_\_

If biweekly, specify any three-pay month(s) \_\_\_\_\_

### Employer Certification

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Employer # \_\_\_\_\_ Employer \_\_\_\_\_ Email \_\_\_\_\_

Form Completed By \_\_\_\_\_ Date \_\_\_\_\_

Please Print

(Continued on reverse)





## Final Salary Report (continued)

Colorado Public Employees' Retirement Association  
P.O. Box 5800, Denver, Colorado 80217-5800  
800-759-PERA (7372) • Fax: 303-863-3727 • copera.org

### Instructions for Completing the Final Salary Report

Please use final information, do not estimate. Provide the information in the appropriate spaces and submit this form to PERA when you know the information is accurate. If possible, please submit form 30 days prior to the member's anticipated retirement date. Form should not be completed more than 90 days prior to the last day on the job.

Form should be completed based on Pay Period End Date, not Pay Date.

- Please include separate entry for each pay period end date.
- Please list the total salary for the **current month forward**, even if the current month's salary has already been reported to PERA.
- If member does not have any current or future salary, please list the final salary payment made to the member.
- Leave and contract payouts should be included in the Extra Pay Column.

If the actual salary changes or you discover an error after sending this report to PERA, please do not complete a revised form until the final salary has been paid. If you have questions while completing this form, call your PERA Employer Representative.