

Separating from Service

Supplemental Employees

Things to consider when leaving service with the City of Redmond...



Important Dates

Social Security or retirement contributions will be made on your final paycheck. If you are a member of PERS, accounts cannot be distributed until after these deposits are made.



Final Pay

Your final paycheck will be direct deposited.

For copies of paystubs, contact redmondpayroll@redmond.gov.

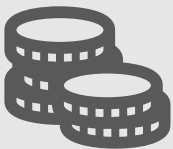


Tax Forms

Your W-2 Form will be mailed to the address you have on file by January 31.

ACTION ITEM

All [address changes](#) should be provided to HR to ensure you receive this tax form.



Department of Retirement Services (DRS)

If you contributed to a DRS retirement plan, you may be eligible for retirement or distribution of your account.

[DRS](#)

For more information regarding your DRS benefit options and vesting, please contact DRS:

Phone (800) 547- 6657

Email drs.contact@drs.wa.gov.

Website: www.drs.wa.gov

Hours: M-F, 8-5

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Municipal Employee's Benefit Trust (MEBT)

- If you contributed to the MEBT plan (prior to 2023), you have several choices for distribution of your account. However, you must take a distribution no later than April 1 of the calendar year following the year in which you attain age 70½.

What to expect:

- Once you receive your final paycheck from the City, you will be sent distribution information from Northwest Plan Services that explains all your options. All distributions request should be initiated online.

For questions regarding your MEBT benefit options, please contact Northwest Plan Services (MEBT Recordkeeper):

Website: www.mebt.org (www.nwps401k.com)

Phone: 877.690.5410, Hours: M-F, 8-5



Tax

Considerations

We remind you to consider your retirement plan distribution options carefully and encourage you to consult with your financial or tax consultant regarding federal tax implications and/or tax penalties associated with withdrawals from retirement plans. Tax considerations include:

- Reviewing the appropriate IRS publications regarding 401plan distributions
- Obtaining tax advice on pension or retirement plans distribution from a qualified tax consultant

City of Redmond Human Resources

15670 NE 85th St., M/S 3NHR

PO Box 97010

Redmond, WA 98073-9710

Phone: 425-556-2120, Hours: 8-5



[Employment Verification](#)

Requests for employment verification, including dates of service, salary and hours verification, should be emailed to redmondpayroll@redmond.gov or faxed to (425) 556-4124

We wish you the best in your future endeavors!

