



Applying for disability retirement

This checklist can help guide you through the disability retirement application process. Please note, not all items apply to all employees.

Employee to-do's: insurance benefits

- ☐ As soon as you become disabled and before leaving employment, file a long term disability claim online at www.standard.com/mybenefits/scpeba. Instructions are available throughout the entire claim submission process. You may also file a claim by calling The Standard's Claim Intake Service Center at 800.628.9696, or downloading and completing a claim form packet at peba.sc.gov/forms.
- ☐ Ask your employer about The Standard's Workplace Possibilities program.
- ☐ Complete a life insurance [Accelerated Benefit Claim Form](#) and submit it to MetLife, if applicable.
- ☐ If you are approved for disability retirement, only PEBA can determine retiree insurance eligibility. Complete and submit to PEBA a [Retiree Notice of Election](#) as soon as possible.

If you are on leave due to a disability, your Optional Life coverage will continue for up to 12 months if you pay the premiums.

Employee to-do's: retirement benefits

Members of SCRS must receive approval for disability benefits from the Social Security Administration to receive SCRS disability retirement benefits. This requirement does not apply to members of PORS. You may apply for both service and disability retirement at the same time, when eligible. State ORP participants are not eligible for disability retirement benefits.

- ☐ Apply for disability retirement as soon as possible, but no later than one year after employment termination. SCRS members should not wait for Social Security approval before submitting a disability application with PEBA. PORS members must apply before their service retirement date. Your employer may submit a disability application for you if you are unable to do so; however, your employer cannot select a payment option or designate beneficiaries.

Complete applicable forms:

- ☐ [SCRS Application for Disability Retirement](#) (Form 6151S) or [PORS Application for Disability Retirement](#) (Form 6151P).
- ☐ [Withholding Certificate for Periodic Pension or Annuity Payments](#) (IRS Form W-4P).
- ☐ [Withholding Certificate for Monthly Benefit Payments](#) (Form 7202).
- ☐ [Direct Deposit Authorization](#) (Form 7204).

PORS members only:

- ☐ [Member's Disability Report](#) (Form 6251).
- ☐ [Authorization for Release of Information](#) (Form 6255).