CalSTRS Refund Application (RF1360)
Processing Procedure

1) Employee obtains a CalSTRS Refund Application (RF1360) packet from this link:
   http://www.calstrs.com/help/forms_publications/forms/RF1360.pdf

2) Employee completes all five (5) pages of form found within packet.

3) Employee submits all five (5) pages of form to Retirement Reporting unit for processing. May submit via US Mail or in person: (In person - M-F, 8-5, no appt. necessary)

   SDCOE
   Retirement Reporting, Room 605
   6401 Linda Vista Road
   San Diego, CA 92111-7319

4) Employee must ensure all districts of employment terminate on PeopleSoft, HCM, Job Data page.

5) Retirement Reporting unit verifies termination for all districts of employment on PeopleSoft, HCM, Job Data page. Please note there are some districts, community colleges, and charter schools not on our payroll systems which require verification in writing.

6) Retirement Reporting unit completes page 1 of form, section 3. Please note it is not necessary to submit form to County Supt. of Schools for signature. The Retirement Reporting unit takes care of this function.

7) Retirement Reporting unit submits to CalSTRS via FAX.

Questions? - Call Retirement Reporting unit @ (858) 292-3691 - Ask for someone in the CalSTRS section.