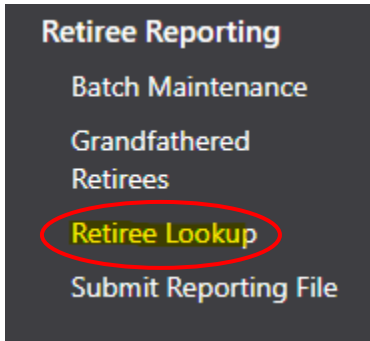# Retiree Lookup Tool

The **Retiree Lookup Tool** allows a DRS user to check if a retiree is eligible for **Retiree Reporting**.

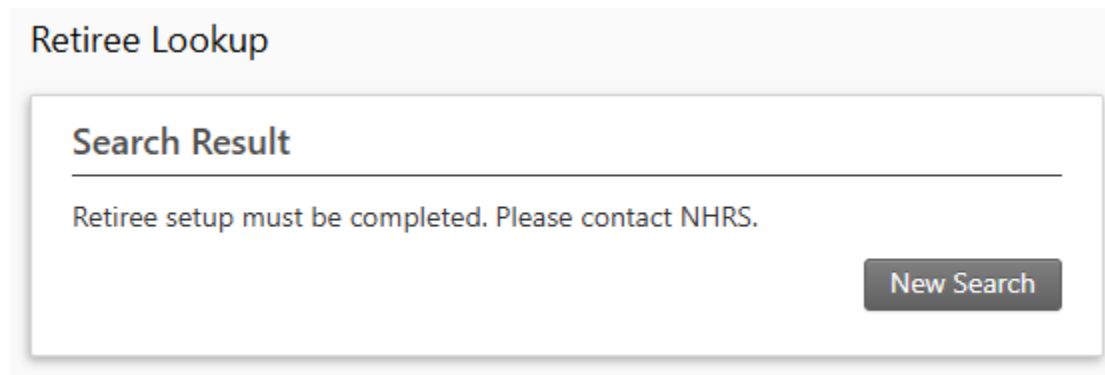To access the lookup tool, click the **Retiree Lookup** option under **Retiree Reporting** in the left menu.

To look up a retiree from the **Retiree Lookup** screen, enter a valid 9-Digit SSN in the box provided and click **Search**.
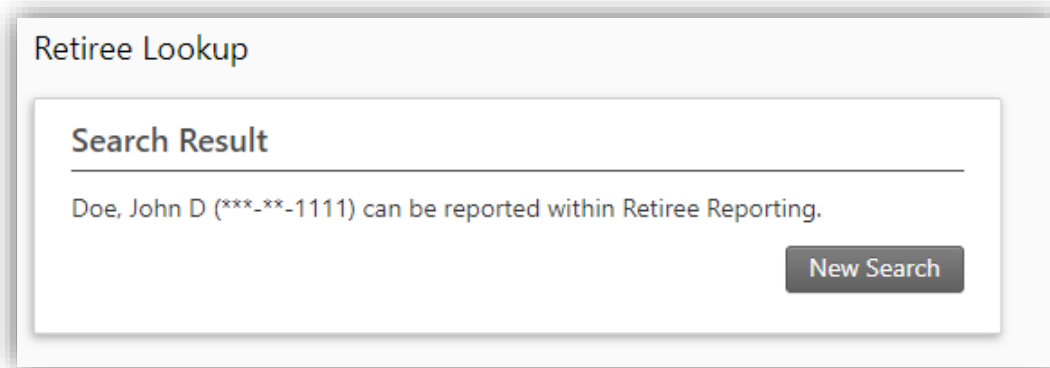

This following window indicates the retiree is **not** eligible for **Retiree Reporting**. (This person will appear as Last Name, First Name (***-**-####)

The following window indicates the retiree **can** be reported in your **Retiree Reporting**, but a **retiree setup** is needed, contact your employer reporting relationship manager to complete the steps for retiree setup.

This screen indicates the **retiree setup** is **complete** and can be reported in your **Retiree Reporting**.

Additional information

If you have questions or require help with annual retiree reporting, please contact your employer reporting relationship manager or call (603) 410-3500.

Employers with questions regarding eligibility or other administrative issues regarding the law can review our frequently asked questions (FAQ) at:
https://www.nhrs.org/faqs/faq-part-time-employment

If your question is not addressed in the FAQ, please email info@nhrs.org.