

## Ready to Retire or Enter the Deferred Retirement Option Program (DROP)?

### Here's what you need to do:

#### To Retire

**FIRST**, turn your Notice of Separation into your payroll clerk.

**THEN**, contact the General Employees Pension Office at (813) 274-7850 to schedule an appointment. You will be asked which date of separation you chose.

You will **have to bring** the following with you to your appointment.

1. Your birth certificate. If you do not have a birth certificate, tell the GEPension Office when you schedule your appointment.
2. Your Social Security card.
3. A blank check that can be voided or a deposit ticket. Direct deposit is mandatory.

You **should bring** with the following with you, if you are married. They are not required.

1. Your spouse's birth certificate.
2. Your spouse's Social Security card.
3. Your marriage certificate, not necessarily your marriage license. A certificate and a marriage license could possibly not be the same thing. **A certificate shows when you were actually married and who performed the ceremony.**

#### To Enter the DROP

To enter the DROP, you have to follow the same steps any retiree does **with two exceptions**:

1. You do not have to turn in a Notice of Separation before you contact the GE Pension Office.
2. You do not have to bring a blank check or deposit ticket.