So, You Are Thinking About Retiring!

What retirement options do I have?
Five retirement options are available to employees who have at least six (6) continuous years of service

1. **Longevity** - An employee who is at least 62 years of age.
2. **Deferred** – An employee who separates from the City before 62 years of age.
3. **Early** - An employee who on or after their 55th birthday may elect to take an Early Retirement.
4. **Deferred Retirement Option Program (DROP)** - An employee, who is at least 62 years of age, may elect to have their pension benefits calculated, remain an employee and accumulate pension benefits plus the investment return. An employee may enroll in DROP as early as 55 years of age with a reduced pension benefit.
5. **Disability** - An employee who becomes totally and permanently disabled physically and/or mentally.

How can I obtain an estimate of my pension benefit amount?
The pension benefits calculator is available using two methods. (You will need your annual salary amount for the three highest years within the last six years, your age and years of service.)

1. **On the City’s Intranet.** Log-on to any computer connected to the City’s network; go to the Intranet and in the search box type “pension benefits calculator”. The pension benefits calculator will be listed as a link. Click on the provided link, enter the requested information and your estimated annual pension will be calculated and listed.
2. **On an internet browser.** On any computer go to internet browser and type www.tampagov.net/gepension and you will be taken to the Pension home page where the pension benefits calculator is listed as a link. Click on the provided link, enter the requested information and your estimated annual pension will be calculated and listed.

Who can I speak with before I make a final decision to retire?
Call 274-7850 or email us at GEPension@tampagov.net. If you have employee benefits or separation questions call the Human Resources Department (HR) at 274-8041.

I am ready to retire. What should I do?
Initiate the Notice of Separation procedure using the employee self-service option in the Oracle HR system. If you have questions on this system ask your supervisor or call HR at 274-8041. Once the Pension Office has been informed of your separation we will contact you to schedule your retirement appointment.
What documents will be required at my retirement appointment?

A. Proof of Age (Birth Certificate or Passport)
B. Social Security Card
C. Driver’s License
   1. If Married, copies of:
      a. Marriage Certificate or License
      b. Spouse’s Birth Certificate or Passport
      c. Spouse’s Social Security Card
      d. Spouse’s Driver’s License
   2. If Spouse is Deceased, Copy of Spouse’s Death Certificate
   3. If Divorced, copy of Divorce Decree

At your retirement appointment you will
- Be given an estimated pension benefit amount.
- Sign an application for retirement.
- Be given the option of enrolling in health and/or life insurance.
- Complete a direct deposit form. Please bring a voided check.
- Complete a beneficiary form.
- Complete a tax withholding form (W4-P), if you are enrolling for Longevity or Early Retirement.
- Be provided information on dental and vision insurance options.

What if I am in Division A?
Call 274-7850 or email us at GEPension@tampagov.net to discuss your options.

What is an Early Retirement?
An Early Retirement is for an employee who is at least 55 years of age and separates from the City before age 62. The employee determines they want to immediately commence receiving their monthly benefit. If this option is chosen the pension benefit amount will be calculated with a reduction in pension benefit (5% reduction for each year they have not attained the age of 62 years).

What is a Deferred Retirement?
A Deferred Retirement is for an employee who separates from the City before age 62. The pension benefit is calculated and then at 62 years of age, the pension benefit will be paid to them monthly.

What if I want information on DROP?
Call 274-7850 or email us at GEPension@tampagov.net for detailed information.

What if I want information on a Disability Retirement?
This option is available after review of the employee’s medical records by the doctor chosen by the Pension Board and the employee is found to be totally and permanently disabled physically and/or mentally from further rendering useful and efficient service as an employee. Call 274-7850 or email us at GEPension@tampagov.net for additional information.

Please note most pension benefit options must be chosen prior to separation from the City.

For additional information visit the Pension Office website at www.TampaGov.net/GEPension.
Email us at GEPension@TampaGov.net or call us at 274-7850.