

Fire & Police Pension Retirement Checklist & General Information

For those members who are separating from service and entering retirement, the following steps are necessary in order to process your retirement timely and efficiently:

- 1) **Select a date of separation.** Coordinate this separation date with your specific department's policies and procedures and fiscal section to ensure that you comply with the department's rules and regulations regarding providing adequate notice, mustering out pay, use of leave, schedules, etc. The pension office cannot provide advice or direction on TPD or TFR departmental rules or requirements.
- 2) Initiate your Notice of Separation via Oracle. Please be sure to select the appropriate "Reason" and "Person Type." Members who are exiting DROP or retiring with at least 20 years of service should select reason "CTPA Retirement Longevity." All vested members should select person type "Retired."
- 3) Call the pension office at 274-8550 to schedule a retirement counseling appointment, preferably more than two weeks prior to your separation date.
- 4) During your retirement counseling session at the F&P pension office, you will be completing the following forms for your entry into longevity retirement:
 - a) Retirement Election Form (citing date of separation)
 - b) Designation of Beneficiary for Pension Benefits -or- Estate Notification Form
 - c) W4-P – Federal Income Tax Withholding Form
 - d) Health Insurance Enrollment Form (whether accepting or declining)
 - e) Life Insurance Enrollment Form (whether accepting or declining)
 - f) Direct Deposit Form (requires pre-printed, voided check)
 - g) Pension Update Form

General Information:

- The Designation of Beneficiary for Pension Benefits allows you to assign any money due your estate in the event that both you and your spouse/joint annuitant are both deceased. This form requires the date of birth, social security number, phone number and address of each person listed.
- Direct deposit of pension benefits is mandatory and you must provide a pre-printed, voided check to the pension office for initial set-up.
- If you are enrolling in City sponsored life or health insurance, you must submit a check or money order for the first month's premium. Premiums thereafter will be deducted from your pension check. This check should be made payable to the City of Tampa and the

amount can be provided to you by the pension office. *Please provide a copy of the birth certificate of each covered dependent.*

- Pension checks are issued one per month on the last business day of the month.
- Your pension file will be reviewed to ensure that your current marriage certificate is on file. If you have divorced, please bring a copy of your Final Judgment/Final Dissolution of Marriage, Marital Settlement Agreement (if any), and Income Deduction Order (if any). If your marriage certificate does not list your spouse's date of birth, please provide alternate documentation such as a copy of your spouse's birth certificate or driver's license.

DROP Participants:

- Pension benefits for the month in which you separate will accrue to your DROP account, regardless of whether you separate on the first or last day of any month. For example, if your separation date is 09/15/2015, the September benefit will accrue to your DROP account and the October benefit will be issued on October 31, 2015.
- Your Election of Form of Distribution of Accumulated DROP Benefits will be reviewed at your retirement appointment. The deadline to submit or make any changes to this form is September 30 of the fiscal year in which you retire.

