



El Paso Firemen & Policemen's Pension Fund



Retirement - Resignation Checklist Base Plan

*The following information will ensure an efficient retirement and/or resignation.
You should begin this process at least sixty (60) days prior to your retirement/resignation.*

Contact your payroll clerk and request a *Separation & Clearance* form.

Supply your payroll clerk with the following:

- resignation and/or retirement date
- letter of resignation and/or retirement addressed to the Fire or Police Chief

Schedule an appointment with an *El Paso Firemen & Policemen's Pension Fund* Benefits Specialist.

Bring the following documents to your meeting with the Benefits Specialist:

- *Separation & Clearance* form received from your payroll clerk
- if married,
 - ☛ Marriage License or Certificate
 - ☛ spouse's government issued identification (Driver's License, Passport, or other State ID)
 - ☛ spouse's Social Security Card
- if divorced, Divorce Decree/QDRO (if applicable)
- Birth Certificates and Social Security Cards for:
 - ☛ minor unmarried children (under 19 years of age)
 - ☛ qualified unmarried children between ages 19 and 23 attending school full-time
(you must be able to provide documentation proving full-time student status)
 - ☛ unmarried children with a disability (physical/mental)
(you must provide medical records supporting the disability)
- IRS Levy Notices (if applicable)
- Death Certificate (if applicable)

Review your beneficiary information on file with the *El Paso Firemen & Policemen's Pension Fund*.

Contact the City Insurance & Benefits Division at (915) 541-4208 regarding your election to retain or terminate the City's health coverage (medical, dental, or vision). If you are an employee of the Fire Department, contact the El Paso Association of Fire Fighters Local #51 at (915) 598-8117 (office) or (915) 799-1232 (cell) or via email to ehayden1@elp.rr.com regarding the continuation of life insurance benefits.

Decide if you wish to retire with the Deferred Retirement Option Program (Back DROP). The requirements for Back DROP eligibility are as follows:

- must be at least 50 years of age with at least 20 1/2 years of credited service
- if married, must provide spousal written consent of your intent to retire under this option *(form is available and is to be completed at the El Paso Firemen & Policemen's Pension Fund office)*
- consult a Financial Advisor regarding tax and rollover information *(if rolling funds, the retirement office has a form that you and your financial institution must complete)*

If you wish to apply for a refund of your employee pension contributions, you must have at least five years of vested service. An application for this refund must be completed and filed with the retirement office.

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