

## Volunteer Firefighter Retirement Guidance

If you are considering retirement, PERA requests that you submit the following ***original forms*** and documents to us at least **sixty (60) calendar days** in advance of your anticipated retirement date. Please remember that PERA cannot process your retirement benefits without receiving the completed forms and documentation listed below:

- ***Application for Volunteer Firefighter Pension Form***
- ***PERA Tax Deduction Form***
- ***PERA Direct Deposit Authorization Form***
- Copy of member's proof of age
- Copy of beneficiary's proof of age
- Copy of member's social security card
- Copy of beneficiary's social security card
- Copy of member's marriage certificate (if applicable)

Please write your name and social security number or PERA ID number on ALL of the forms and copies of documents. If we do not receive your application and all the required information prior to your selected retirement date, **your retirement date will be postponed** until the first of the month following our receipt of all completed required forms.

### **WHEN IS YOUR RETIREMENT EFFECTIVE?**

Your Retirement becomes effective the **First Day of the Month Following:**

- Receipt of your completed application and all required supporting documentation
- Determination by PERA that you have successfully met all eligibility requirements and conditions for retirement

When PERA has received all the completed documentation, we will authorize your benefit payments on the State payroll system. You will receive your first benefit by direct deposit on the last working day of your retirement month.

### **WHEN ARE YOUR BENEFITS PAID?**

PERA retirement benefits are paid once a month on the last working day of each month. Your benefit payments will be electronically transferred on the last business day of each month to the financial institution selected on your *PERA Direct Deposit Authorization Form*. Direct deposit of benefit payments is **mandatory**.

### **WHAT ABOUT ANY CHANGES PRIOR TO YOUR EFFECTIVE RETIREMENT DATE?**

You must notify PERA of any changes in your status prior to your effective retirement date using the *PERA Change in Retirement Date Form*. Failure to do so may result in a delay in payment of your benefit.