

PERA INFORMATION SHEET

VOLUNTEER FIREFIGHTER RETIREMENT

THINKING OF RETIRING?

If you are considering retiring, PERA requests that you submit the following documents to us at least **sixty (60) calendar days** in advance of your anticipated retirement date:

- *Application for Volunteer Firefighter Pension Form*
- *PERA Tax Deduction Form*
- *PERA Direct Deposit Authorization Form* (mandatory)
- *PERA Affirmation of Marital Status Form* (if not married)
- Copy of your marriage certificate (if applicable)
- Copy of a birth or baptismal certificate for yourself
- Copy of a birth or baptismal certificate for your beneficiary
- Court endorsed copies of all divorce decrees and marital settlement agreements (if applicable)
- Your beneficiary's social security number on the *Application for Pension Form*

Please write your name and social security number or PERA ID number on ALL of the forms and copies of documents. If you have applied for retirement and have ALREADY submitted the required documentation, you **DO NOT** have to submit the documentation again. Remember that we cannot process your retirement benefits without receiving the completed forms listed above. 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*
- ✱ *Termination of your employment with your current PERA employer*
- ✱ *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 should receive your first 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 in writing of any changes in your status prior to your effective retirement date. Failure to do so may result in a payment delay of your benefit. Notify PERA Member Services in writing at the address at the top of the page.

Be sure to include your social security number or PERA ID number, your telephone number and your current address on all correspondence.