

SCHEDULING GRS RETIREMENT APPOINTMENT AND REQUIRED DOCUMENTS

When you decide to retire, the following checklist will help remind you of what is needed in order to complete your paperwork. If you have any questions, please contact GRS.

- ___ If you have not already done so, call GRS to verify the date you are eligible to retire.
- ___ Notify your Department Head of your retirement date.
- ___ About thirty (30) days before your last day of employment, schedule an appointment with GRS to complete your retirement papers. You will be reminded of the information and documentation necessary for your appointment.

At your retirement appointment, you are required to provide:

- ___ **Original** or certified, **state-issued birth certificate** or an unexpired **United States passport**. GRS cannot accept any uncertified copies (photocopies) or hospital-issued birth records. Without appropriate documentation, your appointment must be re-scheduled.
- ___ If you elect a Post-Retirement Joint Survivorship Pension, you must provide your beneficiary's **original** or **certified birth certificate** or unexpired **United States passport**. GRS cannot accept any uncertified copies (photocopies) or hospital-issued birth records. Without appropriate documentation, your appointment must be re-scheduled. Election for a Post-Retirement Joint Survivorship Pension must be made before separating employment. Once you separate employment, this option is forever forfeited.
- ___ If you do not elect a Post-Retirement Joint Survivorship Pension, you must provide your beneficiary's name, address, social security number, and date of birth for each named beneficiary. Upon your death, any member contributions that have not been paid to you may be refunded to your beneficiary, with interest.
- ___ A voided, blank check if you wish to have your monthly benefit direct deposited to a checking account,
or
a letter on your bank's letterhead and signed by a bank representative with the routing and account number included if you wish to have your monthly benefit direct deposited to a savings account.

Contact the Human Resources Department to discuss and/or apply for health, vision or dental benefits, to the extent offered to you by Jefferson County.