



## DEFERRED RETIREMENT OPTION PROGRAM (DROP) CHECKLIST

### FOR MEMBERS WHO HAVE MET THEIR NORMAL RETIREMENT DATE

<b>Planning Ahead</b>	Please make an appointment to see your Member Services Specialist <i>at least</i> thirty days before you plan to join the DROP. At your appointment, you will be provided with all the necessary paperwork, resources and information essential to joining DROP. A Member Services Specialist will provide you a detailed explanation of what joining DROP entails and give you a projection of the amount your DROP account will accumulate. Along with the application, certain documents are required for your file – please see below for details. The completed application and required documents must be received in our office by the 10 <sup>th</sup> of the month to take effect the 1 <sup>st</sup> of the following month (example: to join DROP on June 1 <sup>st</sup> , turn in all documents by May 10 <sup>th</sup> ).	<input type="checkbox"/>
<b>PACKET</b>		
<b>Rules and Procedures</b>	Please read the Rules and Procedures thoroughly and have a Member Services Specialist answer any questions you may have.	<input type="checkbox"/>
<b>DROP Application</b>	Please fill out the application completely. You will need to initial four (4) places. Your signature will have to be witnessed by someone other than your spouse.	<input type="checkbox"/>
<b>Notarization</b>	Your spouse's signature must be notarized on the last page. A notary will be available in the Retirement Office, provided you have a scheduled appointment.	<input type="checkbox"/>
<b>OTHER ESSENTIAL ITEMS</b>		
<b>Required Documents</b>	Bring the following documents into the Retirement Fund office along with the application packet: <ul style="list-style-type: none"> <li>1. Driver's license</li> <li>2. Social Security card</li> <li>3. Birth certificate</li> <li>4. Marriage license</li> </ul>	<input type="checkbox"/>
<b>Reminder</b>	This is not an election of retirement. You are still an active employee and must complete and submit the "Retirement Packet" at least thirty days before you choose to terminate employment.	<input type="checkbox"/>
<b>Deadline</b>	The completed application and required documents must be received in our office by the 10 <sup>th</sup> of the month to take effect the 1 <sup>st</sup> of the following month.	<input type="checkbox"/>

If you have any questions or to schedule an appointment, please call the Retirement Office at 817-632-8900.

FORT WORTH EMPLOYEES' RETIREMENT FUND  
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FORT WORTH, TEXAS 76107