

FORT WORTH EMPLOYEES' RETIREMENT FUND

RETIREMENT PACKET

FOR MEMBERS TAKING: NORMAL, EARLY, 25 YEAR POLICE RETIREMENT OR RETIREMENT AFTER DROP

Planning Ahead	You must make an appointment to see your Member Services Specialist at least thirty days before you plan to retire. At your appointment you will be provided with all the necessary paperwork, resources and information that are essential to retiring from the City of Fort Worth. A Member Services Specialist will provide you with projections of your monthly pension benefit and guide you through the various options available to you once you have reached your normal retirement date. Along with the application, certain documents are required for your file- please see below for details. Remember, all completed paperwork must be received in our office by the 10 th of the month to take effect the 1 st of the following month (example: to retire effective June 1st, turn in all documents by May 10 th).	<input type="checkbox"/>
PACKET		
Application for Retirement Pension	Please fill this form out completely.	<input type="checkbox"/>
W4-P, Withholding Certificate for Pension	Your City of Fort Worth pension is considered taxable income. Please fill out this form to elect your federal tax withholding.	<input type="checkbox"/>
Electronic Deposit Authorization (Optional)	Please attach a voided check OR have this form signed by a bank representative to initiate Direct Deposit of your pension payment.	<input type="checkbox"/>
Beneficiary Election Form	Birth dates, addresses and social security numbers are required for all beneficiaries. If you are married, your spouse must be your primary beneficiary. You must designate at least one contingent beneficiary.	<input type="checkbox"/>
Personal Information Election Form	This form must be completed and returned within fourteen (14) days from the date you end service with the City of Fort Worth.	<input type="checkbox"/>
Windfall Elimination Provision & Government Pension Offset	Two Social Security provisions that may or may not affect your benefits. These pages are for informational purposes only. Any questions pertaining to these provisions must be directed to the Social Security Administration office at 1-800-772-1213.	<input type="checkbox"/>
OTHER ESSENTIAL ITEMS		
Required Documents	The following documents are required for both you and your spouse (if married). They must be provided at the time that you submit your application for retirement. <ol style="list-style-type: none"> 1. Driver's License 2. Social Security Card 3. Birth Certificate 4. Marriage License 5. Copy of Birth Certificate and Social Security Card for any children under the age of eighteen. 	<input type="checkbox"/>
Insurance and Final Payout	The City's Retiree Liaison in Human Resources will assist you with your health and life insurance, vacation, sick and final pay. Please call 817-392-2897 to schedule an appointment.	<input type="checkbox"/>
Deadline	All completed paperwork must be received in our office by the 10 th of the month to take effect the 1 st of the following month.	<input type="checkbox"/>

If you have any questions or to schedule an appointment, please call our office at 817-632-8900.

Fort Worth Employees' Retirement Fund
3801 Hulen Street, Ste. 101
Fort Worth, TX 76107