



Fraternal Order of Police Mesa Lodge 9

Bryan G. Soller
President

Walter Vance
Vice President

Checklist for sworn personnel to retire from the Mesa Police Department

Once a member has decided on a retirement date there are a number of things that must be completed in a timely manner to assure a smooth transition. This checklist is intended to provide guidance and a timetable for retirement for sworn members only.

At least 4 to 6 months before retirement

If you are invested in Deferred Comp contact your provider to make the necessary arrangements for the distribution of your account. If you are in DROP schedule a meeting with your Financial Advisor to arrange for the distribution of those funds.

Be careful Retiring in July, August, or September

It could cost you approximately \$1600.00 a year in lost retirement wages if you retire in July, August or September versus leaving in June. Take the time to contact your Financial Advisor and attend one of the retirement seminars offered to city personnel. A little time and education can save you a lot of aggravation, grief, and money in the long run.

45 to 60 days before your retirement

Write a letter of retirement indicating your last day of work. Send the original to Personnel and a copy to the Police Chief. This must be a paper copy and not E-mail.

Contact the Benefits Office in Human Resources (x2299) to arrange medical coverage if you intend to keep the City's insurance. **You will need a voided check if you intend to use automatic withdrawal** to pay for continued insurance coverage.

No later than 30 days before your retirement

Contact the City Clerk's Office (ext 2099) to complete your PSPRS retirement paperwork.

At The Clerk's office:

If you are in DROP you will need to complete:

1. Form P12 – your current address and date of retirement
2. Form U3 – Lump Sum distribution form for DROP funds (You should already have the necessary information to complete this form from your Financial Advisor.)
3. Form A-4P – State Tax withholding form
4. Form W-4P – Federal Tax withholding form

If you are not in DROP you will only need to complete 1, 3 and 4 from the list above

You **may** need to complete the following

1. Form P8 - Change of Beneficiary Form
2. Form P13 – Direct Deposit Authorization (if you elect Direct Deposit you will need a voided check).
3. If marital status has changed during DROP
 - a. If Married - Copy of Marriage Certificate and copy of Spouse's Birth Certificate

- b. If Divorced – **CERTIFIED** Copy of Decree(s) affecting pension payments
4. If you've had another child/children
 - a. Copy of Birth Certificate(s)
 - b. Copy of School Registration(s) (Children 18-22 years of age)

The City Clerk's Office is on the 1st floor of the Plaza Building and will be happy to walk you through the completion of these forms.

Contact Payroll (ext 2559) to arrange for your final check, i.e. pick up, direct deposit, rollover into Deferred Comp, etc.

Contact the department Events Coordinator for your retirement get-together. The Events Coordinator (x3835) will work with you on what type of sendoff you want, party, plaque, watch, etc.

Retiring member's weapons may be purchased with authorization through the Office of the Chief of Police.

Contact the Police Procurement/ Facilities supervisor to begin process to purchase your department duty weapon (ADM 1022).

- **Only one duty weapon may be purchased prior to the member's day of separation from service.**