



# ALLEGHENY COUNTY EMPLOYEES' RETIREMENT SYSTEM

## RETIREMENT APPLICATION

Name \_\_\_\_\_ Employee # \_\_\_\_\_ Last 4 SSN# \_\_\_\_\_

Street Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_ Last Day of Work \_\_\_\_\_

Signature \_\_\_\_\_ Phone Number \_\_\_\_\_ Dept. \_\_\_\_\_

*Please elect one of the following options:*

- ☐ I choose to forfeit my right to a monthly pension benefit and have my contributions, plus interest, refunded to me. **NOTE:** Please contact the Retirement Office for the Lump Sum Election and Spousal Acknowledgement Forms that must accompany this election. **Do NOT fill out the retirement forms provided with this application.**
- ☐ I choose to receive a LIFE ONLY monthly pension benefit. All of the following forms must be completed and returned to the Retirement Office for your application to be processed.

Application Forms (must be completed)	✓ completed forms
Copy of Your Department Resignation/Retirement Letter	
Federal Tax Withholding Form	
Direct Deposit (Must attach voided check)	
Contribution Beneficiary	
County Paid Group Term Life Insurance Beneficiary	
Additional Retiree Paid Group Term Life Insurance	
Survivorship (and Notarized Spousal Acknowledgement, if Married)	

- ☐ I choose to receive a JOINT LIFE / SURVIVOR monthly pension benefit. **Submit all of the above forms plus a copy of your Marriage License AND Spouse's Birth Certificate.** Failure to include may delay your application.

**During your employment, did you:** *(If you terminated as a deferred vest member, please skip.)*

Join a Union as part of your Employment?	No	Yes	Which one?
Have an <u>unpaid</u> leave of Absence or currently on FMLA?	No	Yes	Approximate Dates
Purchase 6-month Waiver or Previous Service?	No	Yes	Approximate Date of Purchase
Perform Active Military Service and apply for Service Credit?	No	Yes	Approximate Dates
Purchase Previous Military Service?	No	Yes	Approximate Dates
Receiver Worker's Comp Claim and made Contributions?	No	Yes	Approximate Dates

**NOTE:**

- All paperwork must be received by the end of the month in which your final employer paycheck is issued and is subject to proper department notification for timely processing. Benefits are subject to Retirement Board approval.
- Your first benefit payment is retroactive to the day after your last day worked; your last pay or date of termination; whichever is later. Your first pension check is processed the month after your final employer paycheck.