



Birmingham Retirement Systems

City of Birmingham Retirement & Relief System
City of Birmingham Firemen's & Policemen's Supplemental System

Strong, Solid, Stable . . . for your secure future

RETIREMENT APPOINTMENT CHECK LIST

When you decide to retire, the following checklist will help remind you of what is needed in order to complete your paperwork. It takes between 60 and 90 days to fully complete the retirement process. Please keep this in mind when anticipating your date of retirement. If you have any questions, please contact the Office of Payroll & Pension Administration at (205) 254-2146.

So, you've decided to retire – What's next?

- Not less than sixty (60) days in advance**, notify your Department of your desired retirement date.
- Schedule a time to meet with your Department's Payroll Coordinator to begin the pension benefit application process. You will be asked to complete several documents that are required to obtain the information necessary for the Office of Pension Administration to confirm your eligibility for retirement, and to calculate any retirement benefit to which you may be entitled. Once your paperwork is received from the Payroll Coordinator, the Office of Pension Administration will schedule an appointment for you to come in to review your pension benefit calculation and to complete your retirement paperwork. This appointment will be scheduled approximately thirty (30) days before your scheduled date of retirement.
- In advance of your appointment with the Office of Payroll & Pension Administration, you may wish to contact the City of Birmingham Office of Human Resources to discuss health, vision or dental benefit options so that you are familiar with what is offered before you come for your retirement appointment.

At your retirement appointment, you will be required to provide (*Note: Without appropriate documentation, your appointment must be re-scheduled*):

- Original or certified Marriage License Certificate**, if you are married. You will need to provide your spouse's full legal name, date of birth and social security number. (Please note that you are encouraged to bring your spouse with you to this appointment.)
- Direct Deposit Enrollment Form**. Please bring a voided, blank check or a letter on your bank's letterhead and signed by a bank representative with the routing and account number. Your direct deposits can be made to a checking or savings account. You must have and must maintain some form of direct deposit arrangement in order to receive your pension benefit payments. If you do not have a bank account, you will be enrolled in the City's Pay Card program.
- IRS Form W4-P for Federal Tax Withholding**. Pension benefit payments are taxable for purposes of federal income tax withholding. A form W4-P is required to facilitate your desired tax withholding election. City of Birmingham pension distributions are not subject to Alabama income tax.
- Pension Loan Collateral**. If you have an outstanding pension loan balance at the time of your expected retirement date, you will be required to either pay off the pension loan no later than the date of your retirement, or you will be required to post collateral acceptable to the Director of Finance.

Additional forms may also have to be completed at your retirement appointment. For example, if you are eligible for, and elect to receive, a DROP payment, you will be required to complete additional forms related to that election. Additionally, at the time of your retirement appointment, we will also coordinate an appointment for you with the Office of Human Resources so that you can make your final health benefit elections.