Georgia Firefighters' Pension Fund
2171 East View Parkway • Conyers • Georgia • 30013-5756
Phone: 770-388-5757 or 1-866-374-0788 Fax: 678-413-4227

eMail: cindy@gfpf.org Web Site: www.gfpf.org

Important Notice for Retiree Applicants

All applications **MUST** consist of a properly completed application and should be received not later than **sixty (60) days** prior to the date of your retirement. If your application is received after your retirement date, your benefits will begin based on the date the application is received in the Pension Fund office. Once your application is received, processed, and approved, you will receive an audit letter summarizing your retirement information.

1. To be eligible to receive benefits, you must be at least age 50 and have completed a minimum of 15 years of creditable service in the Pension Fund. (If under 50, you must complete the **Application for Retirement** indicating the date you wish benefits to commence, the earliest date being your 50th birthday).

2. The **Application for Retirement Form** must be completed, signed by the member (or spouse in the event of the death of the member), signed by the Fire Chief, and notarized. The signature must be that of the Fire Chief unless the Chief has delegated someone to sign in their absence and the Authorized Signature Form is on file in our office. The Fire Chief's signature must be notarized before submitting the application to our office. (If the Applicant is the Fire Chief, a Superior must sign as Chief.

3. If you are a **Volunteer** Firefighter, you must submit **Volunteer Creditable Service Affidavit** (included with this package) that has been properly completed, signed and notarized by the Fire Chief. If you are a **Part-Time** employee, a **Part-Time Creditable Service Affidavit** must be completed on your behalf. This form can be obtained from our website, www.gfpf.org or by contacting our office at 770-388-5757.

4. The **Beneficiary Designation and Election of Optional Benefits Form**, **Page 1**, must be completed indicating the option in which you wish to retire. **Page 2** of this form is completed updating your beneficiary information. The Primary Beneficiary information is to be completed for all retirement options. The Secondary and Tertiary Beneficiary information may be completed by members choosing the 10-Year Certain and Life option. This form must be signed and notarized.

   If you would like to designate that your beneficiares be paid pro-rata, you may do so by contacting our office to obtain the "Designation of Multiple Beneficiaries" form.

5. The **Retiree Direct Deposit Form** is to be completed if you choose to have your benefit payment directly deposited into a checking or savings account. If you choose to receive paper check by mail, please write "Mail Check to Address on File" in the space provided for account information. Please keep in mind, due to the postal service's delivery schedule, no guarantee can be made as to the date you will receive your check.

6. The **Tax Withholding Form** may be completed if you choose to have any federal or state taxes deducted from your benefit payment. Your benefits are taxable income and you will receive a MISC-1099 for each tax year. If you choose to have any taxes deducted, please indicate, in a dollar amount, the total you wish to have deducted. If no deductions are desired, please put zero (0) in the space provided. Your tax deductions can be changed at any time by completing and submitting this form.

7. You must notify the Pension Fund Office of any changes in:
   a. Address
   b. Marital Status
   c. Beneficiary
   d. Direct Deposit
   e. Tax Withholding
   f. Reemployment with a Fire Department in the State of Georgia

If you have any questions, please contact the Pension Fund office.

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REQUIRED DOCUMENTS

It has become increasingly important that we take measures to protect the long-term benefits of participants and their beneficiaries. Therefore, in our continuing efforts to ensure the information we collect is accurate and the benefits we award are appropriate, we require the following documentation to accompany retirement applications.

1. Proof of age of member (all retirement options)

2. Proof of age of spouse (if drawing under Joint & Survivor Option)

   With regards to proof of age of member (and spouse if required), a copy of a birth certificate, driver's license, passport or any state or government approved document reflecting date of birth would be sufficient. Note that as a copy, it must be legible. (Sometimes drivers' licenses do not copy well.)

3. Proof of Marriage (if drawing under Joint & Survivor Option)

   In order to provide proof of marriage a copy of a marriage certificate would be necessary.

4. Separation notice for full-time and part-time

   A separation notice can consist of a "Department of Labor Separation Notice" or notification of termination from the fire department where you were employed. We understand you may not have your separation notice at the time you submit your Retirement Application; however, once this information is received, please forward a copy to our office.

If you have any questions, please contact the Pension Fund office.