



Georgia Firefighters' Pension Fund

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Important Notice for Applicants

All applications MUST consist of a properly completed application along with a check or money order in the amount of \$25.00 for the first month's dues and proof of date of birth, i.e. birth certificate, drivers license, passport, or any state or government approved document reflecting date of birth. You must submit \$125.00, if you are applying for reinstatement after previously withdrawing your contribution or being suspended from membership. \$100.00 is for the reinstatement and \$25.00 is for your first month's dues. If dues are to be automatically deducted in the future, a completed Automatic Dues Payment Form should accompany application.

1. You must be employed by or enrolled with a Georgia Firefighters Standards And Training Certification (GFSTC) compliant Fire Department in the State of Georgia serving an I.S.O. Fire District rated 1-9.
2. If you are a full time or part time firefighter, you must hold a GFSTC State Certificate or be enrolled as a candidate for State Certification in order to qualify for membership and meet the annual certification requirements to receive pension creditable service each year.
3. If you are a part time firefighter, you must work at least 1,040 hours per year, but no more than 2,080 hours per year to receive creditable service. The Fire Chief is required to complete an Annual Affidavit attesting to hours worked.
4. Volunteer firefighters must comply with the 50% attendance requirement of drills, meetings, and fires each calendar year. If during any three (3) months in a calendar year, a department fails to offer at least eight (8) hours of training each month, the entire department will not receive creditable service towards retirement for the entire year. The Fire Chief is required to complete an Annual Affidavit attesting to attendance.
5. Dues are \$25.00 per month. If paid by check or money order, dues are due on the 10th of each month. If paid by automatic debit, dues are deducted on the 15th of the month. Dues may also be paid by payroll deduction through your Department.
6. A firefighter cannot receive a pension if the firefighter is a paid employee of a fire department or volunteer fire department.
7. Your completed application must include a "Named Beneficiary" who is to receive the prescribed death benefit should you die prior to retiring. If you would like to designate multiple beneficiaries that are to be paid pro-rata, you may do so by contacting our office to obtain the "Designation of Multiple Beneficiaries" form.
8. Your pension membership will begin when your application is received, edited and accepted by the Pension Fund Office. When accepted, you will be notified and assigned a **Member Number** which should be used on all future correspondence with the Pension Fund Office.
9. **YOU MUST NOTIFY THE PENSION OFFICE OF:**
 - a) Changes of address
 - b) Changes of beneficiary, marital status
 - c) Request for leave of absence – stating last date worked or last date enrolled
 - d) Request for military leave of absence – include military orders
 - e) Change of Departments – Transfer from one Fire Department to another
 - f) Change of status - Full-Time, Part-Time, Volunteer
 - g) Termination of employment or enrollment with Fire Service
 - h) Change in Job Title

**IF YOU HAVE ANY QUESTIONS, PLEASE CALL THE PENSION FUND OFFICE OR
VISIT OUR WEB SITE AT www.gfpf.org.**