

Lake Worth Beach General Employees Retirement System

WHAT TO EXPECT UPON RETIREMENT

(. . . and When Should I Receive My First Check!)

The following checklist was developed by the Administrator to answer some Frequently Asked Questions about the DROP and retirement:

When should I submit my application to DROP or retire? You should submit your application for retirement 60 days in advance of your separation date to allow sufficient time. You should submit your application for DROP 60 days in advance of your anticipated retirement date to allow sufficient time to advise the City to stop the employee contributions.

What should I expect once I submit my application? At first, you should expect nothing. After you have submitted your application to DROP or retire, the City will continue to provide the administrator with payroll information through the date of your retirement. The administrator cannot begin to process your application for benefits until all of the final payroll information has been received from the City. If you retire at the beginning of a bi-weekly payroll period, the administrator will not begin processing an application until that payroll period closes and the City transmits the data. The City typically transmits payroll data within two weeks following the close of the payroll period. This means that the administrator might not begin final processing of your pension benefit until 4 weeks after your retirement date.

You will need to contact Human Resources for the City of Lake Worth directly to arrange for the continuation of your other benefits following retirement. Human Resources will then communicate the appropriate deductions for premiums from your pension benefit payments as necessary.

When will I receive my first check after I leave employment with the City if I do not DROP? Once the administrator receives the final payroll information, your benefit will generally take another 20-30 days to process. The administrator can provide you with a final estimated benefit calculation that the actuary must certify. In some cases, the actuary will provide numbers for some of the optional forms of benefit payment as well. The Pension Fund will pay you a retroactive benefit back to the date of your retirement, although benefits commence on the first of the month following your retirement date. The Pension Resource Center makes all payments on behalf of the plan. Benefits are paid on the first business day of each month, but you will receive your first benefit payment as soon you submit the necessary paperwork and choose the form of benefit payment. It generally takes 5 days to issue a check after receiving the necessary paperwork. If you elect to receive your benefit payment by direct deposit to a checking or saving account, the direct deposit will usually begin with your second pension benefit payment.

When can I expect to receive the first statement for my DROP account? The Administrator issues quarterly DROP account statements. Before creating the statements, the administrator must first receive the investment performance summary from the consultant employed by the Pension Fund (typically around 5-6 weeks following the close of the quarter). Under normal circumstances, the administrator will then issue the statements within 1-2 weeks after receiving this information. Thus, you should expect to receive your DROP account statement 7-8 weeks after the end of each quarter. The Plan will not deposit your first payment to your DROP account until you have chosen the form of benefit payment. You will have online access to your DROP account following the first transfer or deposit to the account, and you will receive your first statement after the end of the quarter in which your first deposit is made.

You should expect the following time to process your benefits:

- Application for Retirement: Recommend 60 days prior to your date of separation.
- Application to DROP: Recommend 60 days prior to your DROP date.
- Final Payroll: The administrator will typically receive your final payroll information 2-3 weeks following your date of entry in the DROP or retirement.

- Administrator Provides Information to the Actuary: 1-2 weeks following receipt of final payroll.
- Actuary Certifies Final Benefit Calculation: 1-2 weeks
- Mail Benefit Calculation, Tax Withholding Form (for members retiring without entering the DROP), and Benefit Election Form to Retiring Employee: 1 Week.
- Wait for Employee to Respond: Usually 1-2 Weeks.
- Set Up Initial Pension Payment: 1 Week
- Actual Receipt of First Pension Check: Additional Mail Time

As you can see, the entire process will normally take 6-8 weeks to process following your retirement or DROP date. You will receive your initial benefit payment or payment into the DROP on the first of the month following your termination date.

Who should I call when I have questions? You may contact the administrator by any of the following methods:

- Phone: (561) 624-3277 ❖ (800) 206-0116 ❖ Fax: (561) 624-3278
- Mail: Please address all correspondence relating to benefits as follows:

Pension Resource Center, LLC
 Attn: Lake Worth Beach General Employees Retirement System
 4360 Northlake Boulevard, Suite 206
 Palm Beach Gardens, FL 33410

- Web Site: www.ResourceCenters.com
- Email: LakeWorth@ResourceCenters.com or ClientServies@ResourceCenters.com

Paperwork Checklist

Forms to DROP/ Retire

- _____ DROP Letter of Resignation (*DROP Only*)
- _____ Earnings Election & Contributions DROP Application (*DROP Only*)
- _____ Retirement Application (*Retirement and DROP*)
- _____ Copy Of Birth Certificate Or Driver's License *
- _____ Beneficiary Designation (*Update If Necessary*)
- _____ Benefit Election Form (*Choose Form Of Pension Benefit Payment –This form is completed once final calculation has been processed*)

Additional Forms To Begin Payment Of Benefits

- _____ Direct Deposit Form (*To Checking Or Savings Account- Retirement Only*)
- _____ W-4P (*Tax Withholding- Retirement only*)
- _____ Health Insurance Deduction Authorization (*Completed at City-Retirement Only*)

If you are missing documentation when you DROP or retire, please submit your application prior to any deadlines. You should then provide the missing documentation in a timely manner. You can substitute a Driver's License and one form of identification showing date of birth for the birth certificate if necessary.

PLEASE NOTE THAT THE CITY (HUMAN RESOURCES) HAS UP TO 45 DAYS FROM THE EFFECTIVE DATE OF RETIREMENT FOR ANALYSIS OF PAYOUTS FOR EXAMPLE SICK AND VACATION PAYOUTS, ETC.

I HAVE RECEIVED AND READ THE INFORMATION ON THE PRECEDING 2-PAGES OF THE “What To Expect Upon Retirement”:

Date: _____

Participants Signature

Print Clearly Participant’s Name

Note: Return ***ONLY*** this page (Number 3 of 3) to:

Lake Worth Beach General Employees’ Pension Fund

Attn: Client Services
The Resource Centers
4360 Northlake Blvd. Ste 206
Palm Beach Gardens, FL 33410

Or fax to: 561-624-3278