

SERVICE RETIREMENT APPLICATION

Exception (less than 30 days) - TIER 1

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|---------------------------|--|------------------|---------------------------------------|---------------|
| Last Name | | First Name | | Middle Name |
| Home Address | City | State | Zip | Email Address |
| Home Telephone Number | Work Telephone Number | Cellphone Number | | |
| Retirement Effective Date | Department/Bureau | | | |
| Marital Status: | Married | Divorced | Single | Separated |
| | LACERS Declaration of Domestic Partnership | | State Registered Domestic Partnership | |

Have you established reciprocity with LACERS? Yes No
 If yes, name of reciprocal agency: _____
 For details, please see the LACERS Reciprocity Information Sheet

1. Have you served in the Military? (Active duty, Reserves, etc.) Yes (From: To:) No
2. Will you receive a retirement benefit from Labors' International Union of North America (LIUNA) or a Hiring Hall Union plan now or in the future? Yes No
3. Have you scheduled a retirement counseling appointment? Yes No
 If no, appointments are highly recommended.

FILING PERIOD - WAIVER OF THE 30 DAY REQUIREMENT (Please check one)

In filing this application you are acknowledging that: You are filing for retirement less than 30 days prior to your effective date based a Resolution of Fiscal Emergency issued by the Mayor and adopted by the City Council; or You have received a layoff notice. **Notice - Filing less than 30 days prior to your retirement effective date will not reduce the application processing time. Your application will be processed in the order received. Your first retirement check will be delayed.**

WITHDRAWAL PROCEDURE

Your application for retirement may be withdrawn up to, but no later than midnight the day prior to your retirement effective date. Your written notice of withdrawal may be mailed, submitted in person, or faxed, but it must be received by LACERS no later than midnight the day prior to your effective date. **Caution: if you are retiring the day after you submit this application, you may only withdraw the same day you apply for retirement.**

AMENDMENT PROCEDURE

You may amend your application; however, your retirement effective date and amended date must not have passed and your amendment request must be received by LACERS no later than the day prior to your retirement effective date. If your application and retirement effective date are one in the same, any amendment must be received by LACERS by the close of business the same day. **Caution: if you are retiring the day after you submit this application, you may only amend your application on the same day you apply for retirement.**

COLLECTION OF MISSING CONTRIBUTIONS

Please be advised the retirement process includes a thorough review of your mandatory contributions to LACERS. If the LACERS review finds that you have missed making all of your required contributions, your first retirement check will be reduced by the amount of the missing contributions. If the unpaid contribution amount exceeds \$300, LACERS will notify you in writing.

Name: _____

OTHER IMPORTANT INFORMATION

1. Your retirement is IRREVOCABLE upon your retirement effective date.
2. Pursuant to Charter Section 1164, as a retired employee, you are ineligible for re-employment with the City.
3. Please be advised that pursuant to Section 72(t) of the Internal Revenue Code, you may be subject to an excise tax penalty should you have a prearranged re-employment agreement with any agency or department of the City prior to age 60; including re-employment under a permitted exception contained in Charter Section 1164.
4. **YOU WILL NOT RECEIVE SERVICE CREDIT** for any **UNCOMPLETED** agreement to purchase prior government service time, purchase unpaid leaves, purchase any workers' compensation time and/or any ongoing administrative disputes. Your purchases must be completed while you are an Active Member of LACERS prior to your retirement. You cannot complete the purchase after your retirement. All uncompleted purchase agreements will receive a proportional service credit. All service purchases must be paid in full prior to your retirement effective date to receive full service credit.
5. If you have reciprocity with another governmental agency you must retire from both the City and the reciprocal agency on the same day. Please see LACERS Reciprocity Information Sheet for more information.
6. Failure to provide the required documents will delay the processing of your retirement application, your effective date of retirement, and your first retirement check. Please review the Required Document sheet.
7. **SICK AND VACATION PAYOUTS ARE NOT PAID OR PROCESSED BY LACERS.** If you believe you are eligible for a sick and/or vacation payout, please direct all questions regarding these payouts to your employing department.
8. If you have a pending community property division, administrative proceeding, or other legal matters that could impact your retirement benefits, your retirement allowance is subject to change. LACERS reserves the right to make corrections to your retirement allowance upon receipt of any Court Order, or in the event additional information regarding your service credit, final contributions or compensation are received subsequent to your retirement effective date.

DISCLAIMER

Submission and acceptance of your retirement application is not a determination of your eligibility to retire. Your eligibility to retire will be determined upon final review of your City employment records.

Member's Signature

Date