

SERVICE RETIREMENT APPLICATION - ALL MEMBERS

Last Name First Name Middle Name

SSN (last 4 digits) and/or Employee ID Retirement Effective Date Department/Bureau

Home Address City State Zip

Home Phone Number Work Phone Number Cellphone Number Email Address

Marital Status: Married Divorced Single Separated

Domestic Partnership: LACERS Declaration State Registered

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.

RETIREMENT FILING PERIOD

Your application for retirement may be filed with LACERS no less than 30 days prior to your retirement date but no more than 60 days prior to your retirement effective date.

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Your application for retirement may be withdrawn up to, but no later than midnight the day prior to your retirement effective date.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.

AMENDMENT PROCEDURE

You may amend your application for retirement 60 days from the date on which your retirement application was received. Your retirement effective date and amended date must not have passed and your amendment must be received by LACERS no later than the close of business day before your retirement effective date.

COLLECTION OF MISSING CONTRIBUTIONS

Please be advised the retirement process includes a thorough review of your mandatory contributions to LACERS. If LACERS review finds that you have missing contributions, the total outstanding amount **will be deducted from your retirement check; you will be notified in writing of the amount.**

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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 effective date. 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. Please review the Required Document sheet. Failure to provide the required documents will delay the processing of your retirement application.
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 confirmation of your eligibility to retire. Your eligibility to retire will be determined upon final review of your City employment records.

Social Security Number (last 4 digits) and/or Employee ID

Member's Signature

Date

FOR OFFICE USE ONLY

Counselor

Tier 1

Tier 2

Date

ADA NOTICE

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodations to ensure equal access to its programs, services and activities.