



El Paso Firemen & Policemen's Pension Fund



Retirement Checklist

*The following information will ensure an efficient retirement.
You should begin this process at least sixty (60) days prior to your retirement.*

Contact your payroll clerk and request a Separation & Clearance form

Supply your payroll clerk with the following:

- resignation and/or retirement date
- letter of resignation and/or retirement addressed to the Fire or Police Chief

Schedule a virtual or in-person appointment with an El Paso Firemen & Policemen's Pension Fund.

Documents - the following documents, if applicable, will be required to upload to your Application for Retirement:

- Member:
 - ☐ Driver's license
 - ☐ Social Security card
- Spouse:
 - ☐ Marriage License or Certificate
 - ☐ Government issued ID (Driver's License, Passport, or other State ID)
 - ☐ Social Security Card
- Children [unmarried, biological or adopted children under the age of 23; or older children with a physical/mental disability and financially dependent on you*]:
 - ☐ Birth Certificates
 - ☐ Social Security Cards

*(Disabled Dependent Child packet and medical records supporting the disability required)

Additional Documents - the following documents, if applicable, can be provided to your Benefit Specialist and they will ensure they are added to your file.

- IRS Levy Notices
- Death Certificate
- if divorced, Divorce Decree/QDRO

Contact the City of El Paso's Benefit Services at (915) 212-1275 regarding your election to retain or terminate the City's health coverage (medical, dental and/or vision).

If you are an employee of the Fire Department and have union life insurance (\$20,000 coverage), and wish to continue coverage, contact the Fire Association by calling (915) 598-8117 or by emailing lcl51secretary@aol.com.

Important if you are retiring with the Forward Deferred Retirement Option Program (Forward DROP), please consult a Financial Advisor regarding tax and rollover information (if rolling over funds, there will be a Forward DROP Disbursement form as part of the retirement process). If you are approved for a Disability Retirement, it is important to speak to a Benefits Specialist as the retirement process is different and additional documentation is required.

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