

AUSTIN POLICE RETIREMENT SYSTEM

NOTICE OF INTENT TO RETIRE

City of Austin Police Retirement System
Post Office Box 41089
Austin, Texas 78704-0019

I plan to retire effective_____. My last day of employment will be/was _____ . If I should select an option to provide monthly payments after my death, my surviving beneficiary will be _____, whose date of birth is _____ and social security number is _____ - _____ - _____.

I understand that I must contact the City of Austin Human Resources Department at 512-974-3284 for further benefit information about Medical Health Coverage and completion of forms to finalize my retirement.

Members' name (printed)

Signature of Member

Social Security Number

Date Submitted

Street or Rural Address

Home Phone

Work Phone

City

State

Zip

Email Address

Message to Member:

If you want to change the specified date of retirement after having filed this notice, you must submit a written request to your department head asking that an earlier or later date be accepted. If the request is for extended employment, it will be subject to department head approval under the terms of Personnel Policies, Article III, Section F2. If you and the department head mutually agree upon a changed date, the Pension Office must be notified immediately by telephone, followed by a written acknowledgment.

The **Intent to Retire** should be filed 30 to 45 days before termination. This will allow Staff time to process the necessary paper work so that a retirement check will be issued on time. Failure to file early may result in a delay of your first annuity payroll check.

Call the Pension Office at 512-416-7672 to obtain more information on completing your requirements for retirement.