

RETIREMENT CHECK LIST
(for employees who participated in the DROP)

CITY OF HOLLYWOOD EMPLOYEES' RETIREMENT FUND

- Schedule an appointment with the Pension Coordinator (954-921-3333) to complete your final retirement benefits paperwork. This meeting should be done approximately 30 days prior to your planned retirement date. The Pension Office is at: City Hall Annex (south entrance), second floor, Room 20.
- Consider what you want to do with your DROP account balance; i.e. have it paid to you or transferred to another tax-deferred account. The DROP account balance must be transferred out of the Employees' Retirement Fund within 60 days of your last day of work. It is recommended that you seek advice from qualified financial planners.
- Submit a letter of retirement to your Supervisor.
- Contact Human Resources (954-921-3216) regarding your health, dental, life and vision insurance options.
- If you are paying off a Sun Credit Union loan via City of Hollywood payroll deductions, call Sun Credit Union (954-967-4441) to discuss/arrange your loan payments upon your retirement.
- If you wish to join the City of Hollywood Retirees Association (COHRA), visit "hollywoodretirees.wordpress.com" for more information.
- If you are a participant in the City's 457 Deferred Compensation Plan, contact a representative of your 457 provider(s) (ING, ICMA, Nationwide) to inform them of your retirement.

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| VOYA | Gwen Wayne | 954-486-2236 or 800-233-2989 |
| ICMA | Tony Vilallonga | 305-385-0001 or 866-886-8026 |
| Nationwide | Al Pinzon | 954-232-7615 or 877-677-3678 (ext. 62029) |

- On your last day of work, turn in your City ID badge and all of your equipment, property, etc. and sign a "Surrender of Property Form." Your final City paycheck will be retained and neither the payout of your DROP account or commencement of monthly benefit checks will happen until the Surrender of Property Form has been completed, signed, and received by the Payroll Department.