

RETIREMENT CHECK LIST
(for employees who did not participate in the DROP)

CITY OF HOLLYWOOD EMPLOYEES' RETIREMENT FUND

- Schedule an appointment with the Pension Coordinator (954-921-3333) for retirement counseling, calculation of retirement benefits, and completion of the retirement benefits paperwork. This meeting should be held approximately 30 days prior to your planned retirement date. The Pension Office is located at: City Hall Annex (south entrance), second floor, Room 20.
- Provide the Pension Coordinator a copy of your birth certificate (or passport). If you choose to receive your benefit as a Joint & Equal or Joint & Half, provide the Pension Coordinator a copy of the birth certificate/passport for each person you name as your primary beneficiary for such benefit.
- Submit a letter of retirement to your Supervisor. This letter is required to start the process of getting you into retirement pay status.
- 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.

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 your monthly retirement checks will not commence until the Surrender of Property Form has been completed, signed, and received by the Payroll Department.