Application Process

To ensure an efficient retirement, begin the retirement process 60 days in advance.

Schedule an appointment with a Benefits Technician, Esmeralda Aguirre or Pauline Castillo (915) 212-1791 or (915) 212-1790.

By starting the process early you can verify that:

Personnel records, and pension data are consistent with your records

Any questions regarding your accrued retirement service credit due to a break in service, or leave without pay periods are answered

You can review your personnel file and/or request an audit of your service time from the Human Resources Department's Payroll Section.

Don't wait until the last minute to resolve issues!

You must complete your application within **30 days** of your termination of employment, or you will be required to go before the Retirement Board and establish good cause for failure to file your application timely.

Documents Required for Retirement Application

For You

- Your Birth Certificate
- Your Social Security Card

If Married:

- Your Marriage Certificate
- Your Spouse’s Birth Certificate
- Your Spouse’s Social Security Card

If you have Children under age 19, or who are incapacitated and dependent on you:

- Children’s Birth Certificates
- Children’s Social Security Cards

For Direct Deposit:

- A voided check, or bank letter specifying account #, routing #, type of account and account holder’s name.

Retirement Application Steps

Call to request an estimate.
Retirement Administration will prepare an estimate of all of your options and answer any questions you may have. You will be given a copy of the estimate and will have to make a decision regarding any options before completing the Retirement Application.

Make an appointment to complete the Retirement Application. If you are married, your spouse is required to sign the application indicating his/her understanding of the optional settlement you've selected.

You will be required to sign a W4-P for income tax withholding.

Retirement Application Steps

Continued

You will be required to complete a form for direct deposit of your retirement payment.

Provide notice of termination to the appropriate person in your Department indicating the date that you intend to retire.

You will be directed to the Benefit Services Department to discuss continuing as a Retiree any insurance coverage you have with the City.

Retirement Payments

- Retirement payments are made normally on the last working day of the month.
- Any change in your mailing address must be made in writing to the Retirement Administration Office.
- Any request to change your direct deposit and withholding for income tax should be reported to the Retirement Administration Office.

Questions?

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