



Retirement System Exit Information II

FOR THIS SECTION: PLEASE CONTACT YOUR MERS REPRESENTATIVE:

Estimate of Retirement Benefits: _____

Annuity Withdrawal: _____

___ Total Refund / Partial Refund

___ IRA Rollover Information – Section 402 F notice

Monthly Pension Check: _____

- **Issued approximately the 18th of every month.**
- **If you move, notify the Police and Fire Retirement Office immediately of address change.**
- **IF YOU PLAN ON MOVING OUT-OF-STATE, IT IS VERY IMPORTANT THAT YOU CONTACT THE CITY PRIOR TO MOVING SO THAT WE CAN REVIEW ALL YOUR BENEFITS.**
- **Have your financial institution complete the Direct Deposit of Pay form.**
- **Complete W-4P Federal Withholding tax form and W-4P Michigan Withholding tax form**

PAYROLL DEPARTMENT

___ Final City Paycheck – ***If you wish to change your Federal or State withholding status or number of exemptions please contact Human Resources.***

___ Internal Revenue Service allows for Deferred Compensation (Section 457) “catch-up” provisions. ***Please contact Payroll Division well before your effective retirement date.***

INSURANCES

___ Life Insurance - ***Please update your beneficiary information upon retirement.***

___ Health Insurance - ***Please update your beneficiary information at retirement.***

___ Can participate under COBRA for up to 18 months – ***Must participate immediately.***

___ Must enroll in Medicare at age 65 at your own expense. ***Medicare Advantage will be Supplemental insurance.***