

SERVICE RETIREMENT APPLICATION

Last Name

First Name

Middle Name

AMENDMENT PROCEDURE

You may amend your retirement effective date at any time within 30-60 days from your application submission date. In order for your request to amend to be valid your retirement effective date and amended date must not have passed and your signed request to amend must be received by LACERS no later than midnight the day before your retirement effective date.

COLLECTION OF MISSING CONTRIBUTIONS

Please be advised the retirement process includes a thorough review of your mandatory contributions to LACERS. If you are missing contributions, the Controller's Office will be notified and will contact you about possible payments.

OTHER IMPORTANT INFORMATION

1. Your retirement is **IRREVOCABLE** upon your retirement effective date. Failure to submit all required documents will not impact the irrevocability of your retirement effective date but will impact your payroll date.
2. Pursuant to Charter Section 1164, as a retired employee, you are ineligible for re-employment with the City.
3. Please be advised that pursuant to Section 72(t) of the Internal Revenue Code, you may be subject to an excise tax penalty should you have a prearranged re-employment agreement with any agency or department of the City prior to age 60; including re-employment under a permitted exception contained in Charter Section 1164.
4. **YOU WILL NOT RECEIVE SERVICE CREDIT** for any **UNCOMPLETED** agreement to purchase prior government service time, purchase unpaid leaves, purchase any workers' compensation time and/or any ongoing administrative disputes. Your purchases must be completed while you are an Active Member of LACERS prior to your retirement effective date. You cannot complete the purchase after your retirement. All uncompleted purchase agreements will receive a proportional service credit. All service purchases must be paid in full prior to your retirement effective date to receive full-service credit.
5. If you have reciprocity with another governmental agency you must retire from both the City and the reciprocal agency on the same day. Please see LACERS Reciprocity Information Sheet for more information.
6. Please review the Required Document sheet. Failure to provide the required documents will delay the processing of your retirement application.
7. **SICK AND VACATION PAYOUTS ARE NOT PAID OR PROCESSED BY LACERS.** If you believe you are eligible for a sick and/or vacation payout, please direct all questions regarding these payouts to your employing department.

Initial Here

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8. If you have a pending community property division, administrative proceeding, or other legal matters that could impact your retirement benefits, your retirement allowance is subject to change. LACERS reserves the right to make corrections to your retirement allowance upon receipt of any Court Order, or in the event additional information regarding your service credit, final contributions or compensation are received subsequent to your retirement effective date.
9. **EMPLOYEES SEEKING OR IN THE PROCESS OF AN ADMINISTRATIVE PROCEEDING.** Please be advised that if you are or are planning to seek administrative remedy involving your employment, please be advised your retirement may impact that process or proceeding.

ACKNOWLEDGMENT

I understand submission and acceptance of my retirement application is not a confirmation of my eligibility to retire. My eligibility to retire will be determined upon final review of my City employment records.

Social Security Number (last 4 digits) and/or Employee ID

Member's Signature

Date

ADA NOTICE

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodations to ensure equal access to its programs, services and activities.

FOR OFFICE USE ONLY

Counselor and Date

Tier 1 Tier 3



Retirement Application

Do's and Don'ts



Do's



Don'ts

- DO sign, initial and date your application where required

- DO NOT forget to sign and date your application

- DO submit ALL pages of your Retirement Application

- DO NOT put a past date as your Retirement Effective Date

- DO initial and cross-out any corrections

- DO NOT use any white-out on your application

- DO make sure your application is submitted within the filing period:

Service Retirement (Active Members) - No less than 30 days before your retirement date but no greater than 60 days before your retirement date

Vested Retirement (Former Members) - It is recommended you file your application for retirement with LACERS 30 to 60 days prior to your retirement effective date.

- DO NOT submit an illegible application

- DO make sure you indicate a valid Retirement Effective Date (month, day, and year):

Vested Retirement (Former Members) - Although your retirement effective date can be the same day you submit your Vested Retirement Application, a retroactive retirement effective date will invalidate your application.