



Submit form to:

Online | lacers.org/secure-document-upload

Fax | (213) 473-7297 **Mail Stop** | 175

Mail | 977 N. Broadway, Los Angeles, CA 90012 -1728

VESTED RETIREMENT APPLICATION

Last Name First Name Middle Name

SSN (last 4 digits) and/or Employee ID Retirement Effective Date Former Department/Bureau

Home Address City State Zip Code

Home Phone Number Work Phone Number Cell phone Number Email Address

Marital Status: ☐ Married ☐ Divorced ☐ Single ☐ Legally Separated ☐ Widowed
☐ LACERS Domestic Partnership ☐ State Registered Domestic Partnership

Spouse/Domestic
Partner Name: _____ Date of Birth: _____

Have you established reciprocity with LACERS? ☐ Yes ☐ No

If yes, name of reciprocal agency: _____

For details, please see the LACERS Reciprocity Information Sheet

1. Have you served in the Military? (Active duty, Reserves, etc.) ☐ Yes (From: _____ To: _____) ☐ No
2. Will you receive a retirement benefit from Labors' International Union of North America (LIUNA) or a Hiring Hall Union plan now or in the future? ☐ Yes ☐ No
If yes, provide the approximate monthly amount \$ _____
3. Have you scheduled a retirement counseling appointment? ☐ Yes ☐ No
If no, appointments are highly recommended.
4. Are you receiving a retirement benefit from LAFPP or WPERP? ☐ Yes ☐ No

RETIREMENT FILING PERIOD

It is recommended you file your application for retirement with LACERS 30 to 60 days prior to your retirement effective date. Your retirement effective date cannot be any sooner than the date your application is received by LACERS. Retirement effective dates cannot be retroactive.

WITHDRAWAL PROCEDURE

Your application for retirement may be withdrawn up to, but no later than midnight the day prior to your retirement effective date. Your signed written notice of withdrawal may be mailed, submitted in person, or faxed, but it must be received by LACERS no later than midnight the day prior to your retirement effective date.

Initial Here

VESTED 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.

CANCELLATION OF RETIREMENT

If LACERS does not receive the required documents and necessary forms within 60 days from the date of your application, your application will be **CANCELLED**. If your retirement application is cancelled, you will need to submit an entirely new application. Your retirement effective date will be tied to the receipt of your new application and will not be retroactive to your prior retirement application date.

OTHER IMPORTANT INFORMATION

1. Your retirement is **IRREVOCABLE** upon your retirement effective date. However, if you do not submit the necessary and required documents within 60 days from your application date, your retirement date will be cancelled.
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. All service purchases must be paid in full prior to your separation to the City. **YOU WILL NOT RECEIVE SERVICE CREDIT** for any **UNCOMPLETED** contracts. This includes pending unpaid leaves involving a workers' compensation claim or an ongoing and/or settled administrative action.
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. 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.

Initial Here

VESTED RETIREMENT APPLICATION

Last Name

First Name

Middle Name

7. Please review the Required Document sheet. Failure to provide the required documents will delay the processing of your retirement application.

8. **TERMINATED EMPLOYEES SEEKING AN APPEAL.** Please be advised that if you are or are planning to seek reinstatement because you have a terminated City employment status, your case may be impacted by your retirement.

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 your 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

☐ RMD



Retirement Application

Do's and Don'ts



Do's

- DO sign, initial and date your application where required
- DO submit ALL pages of your Retirement Application
- DO initial and cross-out any corrections
- 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 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.



Don'ts

- DO NOT forget to sign and date your application
- DO NOT put a past date as your Retirement Effective Date
- DO NOT use any white-out on your application
- DO NOT submit an illegible application