



Securing Your Tomorrows

Mailing Address: PO Box 512218, Los Angeles, CA 90051-0218

Visit LACERS at 202 W. First Street, Los Angeles, CA 90012-4401

www.lacers.org | lacers.services@lacers.org | Mail Stop 175

(800) 779-8328 | TDD (888) 349-3996 | Fax (213) 473-7297

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

Domestic Partnership: LACERS Declaration State Registered

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.

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Your application for retirement may be withdrawn up to, but no later than midnight the day prior to your retirement effective date.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.

AMENDMENT PROCEDURE

Your application for retirement may be amended up to, but no later than midnight the day prior to your retirement effective date. Your signed written notice of amendment 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.

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.

VESTED RETIREMENT APPLICATION

Name

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.
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.

DISCLAIMER

Submission and acceptance of your retirement application is not a confirmation of your eligibility to retire. Your 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

FOR OFFICE USE ONLY

Counselor

Tier 1

Tier 3

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.