

DALTON FIRE DEPARTMENT

Standard Operating Guideline

S.O.G.: GP- 4
Effective: 03-28-2023
Revised:
Reviewed:

Fire Chief Signature

DATE

Policy: Notification of Retirement

Purpose: To ensure all required forms and supporting documents are submitted according to timeline included within and provide a guide through the retirement application process.

Scope: All Personnel

PROCEDURE:

This process will ensure everything required for initiating retirement benefits will be completed, providing timely initial payments as well providing the department with vital information in the budgetary process is completed in a timely and accurate manner. All required and optional paperwork should be completed by the applicant prior to bringing to administration for signatures and the notarization. Administration will provide the required separation notice listed below. Should the applicant have questions or need direction with the Georgia Firefighter Pension (GFPF) elections, the applicant should contact GFPF to have questions answered in order to make informed decisions.

CITY PENSION

1. Submit completed Notice of Retirement form to Fire Chief's Office at least 65 days prior to the projected retirement date.
 - a. Form will be sent to Human Resources, who will contact applicant and set-up an appointment to complete city pension paperwork

GEORGIA FIREFIGHTERS PENSION

2. Access "Application for Retirement" package on Georgia Firefighter Pension Fund (GFPF) website (<https://gfpf.org/reports/fund-forms>)
3. Follow instruction included in package

Required Forms

- Application for Retirement
- Beneficiary Designation & Election of Optional Benefits page 1 of 2
- Beneficiary Designation & Election of Optional Benefits page 2 of 2
- Retiree Direct Deposit

Optional Forms

- Tax Withholding Request

After Paperwork Submitted

1. Separation Notice will be completed by Chief's Office and provided in now completed package
2. Completed package returned to retiree applicant for required mailing