

Checklist for Completing Your Retirement Papers (Service, Tier 2)

For each document, complete *all* the actions that have a check mark.

	Review	Fill Out	Sign	Find Your Copy	Scan & Email	Use as Reference
Documents we're sending in one PDF:						
☐ NYC Police Pension Fund Datasheet	✓					
☐ Pension Estimate	✓		✓		✓	
☐ W-4P Pension Withholding Instructions	✓		✓		✓	
☐ Start or Change Electronic Fund Transfer (EFT)	✓		✓		✓	
☐ Start, Change or Cancel MCU Deduction Retirees	✓		✓		✓	
☐ Finalization / Option Request – Over 20	✓		✓		✓	
☐ Health Benefits Program Application/Change	✓		✓		✓	
☐ Pension Application – PD 440-045 (2-06)-31	✓		✓		✓	
☐ Direct Deposit While on Terminal Leave	✓		✓		✓	
☐ Audit of Leave Balances	✓		✓		✓	
☐ Time Audit and Retirement Date Changes	✓		✓		✓	
☐ Banked Variable Supplement: Election Form Deadline	✓	✓	✓		✓	
☐ Final Withdrawal: Distribution Election	✓	✓	✓		✓	
☐ Final Withdrawal: Default Mailing Address	✓	✓	✓		✓	
☐ Rollover Election for Banked Variable	✓	✓	✓		See cover email	
☐ Suspend Variable Supplement	✓	✓	✓		✓	
☐ Change of Contact		✓	✓		✓	
Other documents included in this package as separate PDFs:						
☐ Property Return Process						✓
☐ Firearm Permit Contact Information						✓
☐ Schedule of Pay Dates						✓
Other documents you need:						
☐ Blank check from your account, with VOID written on it				✓	✓	
☐ Page of bank statement showing account and routing #s				✓	✓	
☐ Medicare cards				✓	✓	
☐ Domestic Partnership Certification				✓	✓	
☐ Property Receipt / Discontinuance of Service Form		✓		✓	Send to us right after you return your property	
☐ Pistol Permit (from 1PP if NYC resident)				✓		
☐ HR218 (from 1PP)				✓		
☐ Good Guy Letter (from 1PP)						✓