Instructions for Making an Appointment to File for Retirement (Vested, Tier 2)

Please fill out the following 2 forms.

1. **My Retirement Preferences Form**

   You'll use this form to tell us about yourself and to answer questions about:
   - Your retirement date
   - Your decision on taking a Final Withdrawal

   (If you'd like, you can fill out this form on your computer and **type** your name on the signature line.)

2. **Property Receipt / Discontinuance of Service Form**

   Right now you will use this form to **confirm your intent to file for retirement**. Please fill in **only the top section** with your information. Then get the form **signed by a supervisor at your command**, as per Administrative Guide Procedure 329-06. The supervisor must be at least one rank above you. Have the supervisor sign in the **Signature of Commanding Officer** box. **Do not** fill out any other part of this form – you'll do that later in the process.

   If you're still working, do you need to give us this form now? **Yes!**

   During your appointment, your processor will let you know **when** you have to turn in your property. At that point you will start filling out **the rest of this form**.

If you need to take leave without pay (LWOP) to get you to your retirement date, you must also fill out 28s for the days of leave that you'll be using. You need to give copies of these to us. Please include them with the other 2 forms listed above.

Before you complete the forms, we suggest that you do 3 things.

1. **Get a current pension statement**

   Why get it? This is an estimate of what your pension payments would be if you retired now. It gives you info that can help you answer: *When should I retire? Should I take a Final Withdrawal? How would that affect my monthly benefit?*

   How do you get it?

   - Download a **Pension Statement Request** Form 70. Two ways to do this:
     - Get it from WebCOPS, our secure member website: https://www.webcops.org/ppfmss/app.
     - **OR** get it from the PPF public website: https://tinyurl.com/Pension-Request-form.
   - **Fill out** the request form and **send it** back to us. Two ways to do this:
     - Scan it and upload to WebCOPS. We'll post the pension statement in your "Docs" tab on WebCOPS. Usually takes 24 hours.
     - **OR** get it notarized and mail it to us. We'll mail you back a copy. Usually takes a few business days.

2. **Get your current leave balance**

Why get it? It gives you info that can help you answer: *Do I need to use any leave to get me to my retirement date?*

How do you get it? Speak to your **timekeeper**.

3. **Consider getting professional financial advice**

Why get it? Because you will need to make some very important decisions before we process your retirement. These include your retirement date and decisions about taking a Final Withdrawal. We're giving you as much info as we can to help you make your decisions. But we can't give you professional financial advice.

Once you have a copy of your current pension statement, you might want to:

- **Speak to a financial advisor**. They can help you sort through different scenarios. And they can show you how your decisions will affect how much money you'll have in retirement.
- **Speak to a tax professional**. They can help you figure out the tax consequences of different decisions.
- **Contact your union**. They may be able to give you more guidance.

Once you complete your forms, sign them and send them to us.

- Make sure you have completed the **My Retirement Preferences** and the **Property Receipt / Discontinuance of Service** forms. Also complete any **28s** you might need.
- **Scan** all of your forms into **one** PDF file. You can use your department scanner. (If you need help with this, please ask someone in your command.) We can't accept photos or other types of files.
- **Email** the PDF file to retirement@nycppf.org.
- *Questions about filling out these forms?* You may contact us at retirement@nycppf.org or 212-693-5733.

What happens after you send us your forms?

- When we get your forms, we'll check to see if they are **complete**. If not, we'll have to ask you for more info before we can set up your appointment. We'll either send you an email or give you a call.
- Once your forms are complete, we'll contact you to set up your **appointment** as soon as possible.
- We'll email you a **checklist** of everything you need to have with you for the appointment.

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And in case you're wondering...

Q1. *Retirement used to work differently. Why did the **NYCPPF change the process**? And why is it different from what's in **Administrative Guide Procedure 329-06**?*

A1. Yes, our retirement process used to be different. We had to change it because of **COVID-19**. For a while we had to do all appointments by phone. That let us comply with State and City rules, and keep everyone safe.

Most appointments are still by phone. But we also have a limited number of in-person slots.

The sheet you're reading right now includes instructions you have to follow **for the NYCPPF**. These are **temporarily** different from what's in Administrative Guide Procedure 329-06. The Patrol Guide is still in effect for *everything else.* (For example, how you return your property.) You must read and comply with the Patrol Guide.

As things change, we'll continue to update our process. We know this may not be what you expected to happen when you retired. We appreciate your patience and cooperation during these unusual times.

Q2. *Do I need to give **30 days' notice**? When do you **start counting** the 30 days?*

A2. You must give 30 days' notice before retiring. This applies **regardless of how many years you have on the job**. We start counting the 30 days on **the day of** your appointment.

Q3. *What if I decide **not to retire** now?*

A3. It depends on *when* you change your mind.

- If *before* your scheduled appointment, you may contact us to **cancel the appointment.**
- If *during* or *after* the appointment, you **must come in person by 1000 hours** and **withdraw your application**. When you refile, you'll fill out new forms. We'll start a new 30-day notice period. **Note**: If you refile **less than 6 months** after withdrawing your application, we'll process your retirement **by email**. You won't have another appointment.

We strongly encourage you to figure out what you want to do *before* you make an appointment. If you have questions, you can contact us at retirement@nycppf.org or 212-693-5733.

Q4. *What if I have an outstanding **loan**, am doing a **buyback**, or have a **shortage**? Do I need to do anything about these **before** my appointment?*

A4. You don't need to do anything *before* your appointment. You just need to know that **we won't be able to give you an accurate estimate** of your monthly benefit. (**Note**: If you plan to complete these transactions, you must do that before you retire.)