



# Instructions for Making an Appointment to File for Retirement (Vested, Tier 3)

## Please fill out the following two forms:

- 1. My Retirement Preferences Form**  
You'll use this form to tell us about yourself and your retirement date.  
(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're retiring on the **same day** as your appointment, you should return your property **immediately after your session** with us.)

## 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.
- 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](mailto:retirement@nycppf.org).
- Questions about filling out these forms?* You may contact us at [retirement@nycppf.org](mailto: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 Administrative Guide is still in effect for *everything else*. (For example, how you return your property.) You must read and comply with the Administrative 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.

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**Q2.** *What if I decide **not to retire** now?*

**A2.** 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. **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](mailto:retirement@nycppf.org) or 212-693-5733.

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**Q3.** *What if I am doing a **buyback** or have a **shortage**? Do I need to do anything about these **before** my appointment?*

**A3.** 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. And please note that **you must pay back any shortage before we can start paying you your monthly benefit**.

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**Q4.** *I know I won't be collecting my pension for a while. But can you give me an idea of what I can expect to get?*

**A4.** At this point, we *cannot* give you precise information of what you'll get when you become eligible for payments. But we *can* give you a snapshot of the benefits you've earned so far. Your future payments will be *at least* this amount.

You can get this information by downloading a **Pension Statement Request Form 70** and **sending it back** to us.

**Timing is important:** We need to have your completed form by **5pm on the day you retire**. (After that, our system can't create this Statement.)

If you **are** signed up for WebCOPS, our secure member website:

- **Download** the form from WebCOPS:  
<https://www.webcops.org/ppfmss/app>.
- **Fill out** the form.
- **Scan** it and upload to WebCOPS. We'll post the pension statement in your "Docs" tab on WebCOPS. Usually takes 24 hours.

If you **are not** signed up for WebCOPS:

- **Download** the form from PPF public website:  
<https://tinyurl.com/Pension-Request-form>.
- **Fill out** the form and get it **notarized**.
- **Mail** it to us. We'll mail you back the statement. Usually takes a few business days.