

## Steps in the Tier 2 Retirement Process: Disability

### Step 1: Review information about your appointment to file for retirement

When you see your name on the Finest as approved for Disability, you'll also see the date and time for your in-person appointment with us. We'll also send you a packet of additional information.

If you prefer to have a phone appointment instead of coming in person, please contact us immediately.

To do so, either:

- Call us on (212) 693-5733 --or--
- Send an email to [retirement@nycppf.org](mailto:retirement@nycppf.org)

### Step 2: Prepare for your retirement appointment.

The packet we send you will include 2 forms for you to fill out and return to us. Here are copies of those forms:

- [My Retirement Preferences Form](#)
- [Property Receipt/Discontinuance of Service Form:](#)

Here are the [overall instructions](#) for completing and returning those forms:

As you'll see in the instructions, we suggest that you also:

- Request a current pension statement.
- Get your current leave balance.

Finally, here's the [checklist of things you need to prepare and have available for your appointment](#)

Preparing this information in advance will help you have a smoother and quicker appointment.

### Step 3: Attend your retirement appointment.

Your appointment will either be in-person or by phone.

In-person:

- You'll come to our office at 233 Broadway, 19<sup>th</sup> Floor.
- You'll finish all your paperwork during the session.

Phone:

- We'll call you.
- You'll need to complete and send your paperwork to us after the session.
- Here's a [checklist of the paperwork you'll need to send us after a phone appointment](#)

During your appointment, your retirement processor will also give you instructions about turning in your property.

Once this step is complete, we will process your retirement paperwork.
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#### Step 4: After your appointment

Your name will appear on the Finest again. This time it will show your retirement date. And when we have all your completed and signed documents, we'll send you an email to confirm that we've processed your paperwork.

If you haven't already done so, this is when you'll turn in your property. You'll follow the instructions your retirement processor gave you during the appointment.

We'll also give you some other documents that may be useful to you. Those include:

- [Additional Retirement Information Booklet](#)
- [Firearm Permit Contact Information](#)

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After you complete the steps above, your retirement will be effective at 2400 hours on your retirement date. We appreciate your service and wish you the best.