

Steps in the Tier 2 Retirement Process: Service

Step 1: Request an appointment to file for retirement.

First, you'll let us know you want to make an appointment to file. To do so, either:

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

We'll send you 2 forms to fill out and return to us. Here are copies of those forms:

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

Please read 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

Once we receive your completed forms, we'll contact you with a date and time for your appointment.

Step 2: Prepare for your retirement appointment.

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, 19th 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.
- 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.

Step 4: After your appointment

Your name will now appear on the Finest, showing 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 your 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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