

NYC Fire Pension Fund

Retirement Checklist

BEFORE YOU RETIRE

- Complete Retirement Folder Paperwork with FPF**
- Submit Health Benefits Application Form.** The Fire Pension Fund is not involved in the administration of health benefits. The Health Benefits Application must be submitted directly to the FDNY Health Benefits Unit.
- Return Your Departmental Property to FDNY.** The Badge desk will email a copy of your Property Release to the Pension Fund when you return your badge.
- Change NYCDCP Deductions:** to Defer up to 75% of terminal leave lump sum to NYCDCP Plans (401(k), 457, Roth IRA) YOU will need to change DCP deferral percentage in the last 28 days of being active

AFTER YOU RETIRE

- Receive Your First Pension Check.** Pension checks are issued on the last day of the month. You will be paid 90% of your estimated maximum pension until finalization.
- Sign up for Retiree Self Service (RSS).** Once you are retired and assigned a pension number (sent by mail approx. 30 days after first pension payment) sign up for the Retiree Self Service.
- Return Excess Letter to FPF.** Approximately 3 to 6 weeks after your retirement you will receive your Excess Letter and will be able to decide what you would like to do with your excess. (Lump sum, Rollover, add to Pension, Pay off Loan etc.)
- Complete Terminal Leave Disbursement Form.** You will complete form with Barbara Mollica. The Terminal Leave Payment will come from FDNY at least 6 months after retirement date.
- [Optional] Take a Retirement Loan.** Must be requested within 60 days of retirement.
- Move or Change Bank Account:** Contact FPF 929-436-0099 to update information ASAP.

FINALIZATION

- Your Pension will not be finalized until after the union contract is settled. Once the union contract is settled you will be contacted by FPF staff to choose either maximum allowance or one of the survivor options.