

## Instructions – Withdrawal of Application for Retirement

**Steps for completing the “Withdrawal of Application for Retirement” form (page two of this file):**

1. You may withdraw your Application for Retirement by filling out the “Withdrawal of Application for Retirement”, provided the written request is received by the Retirement Plan Office **at least seven (7) calendar days** prior to the effective date of retirement.
2. The “Withdrawal of Application for Retirement” should be completed and printed on Department letterhead.
3. Submit your “Withdrawal of Application for Retirement” to the Retirement Plan Office, Room 357, of the John Ferraro Building. A request for withdrawal shall not be deemed received by the Retirement Plan Office until it has been stamped with the date of receipt.
4. If you are under age 60 on the date of your chosen retirement, you **MUST** submit your application for withdrawal to your Division for approval. Your Division representative must forward the approved withdrawal directly to the Retirement Office. You cannot submit your application for withdrawal directly to the Retirement Office.

***In all circumstances, if a discrepancy exists between this form and the terms of Plans or the requirements of the Charter, the Plan and Charter shall take precedent. Please refer to the Plan document or speak with staff if you require further clarification.***

***If you have any questions, please call (213) 367-1715. Thank you. (Rev. 05/23/2024)***

The Honorable Board of  
Water and Power Commissioners  
Attn: Retirement Plan Office  
Room 357, John Ferraro Building

Date:

Honorable Members:

**Withdrawal of Application for Retirement**

I will be \_\_\_\_\_ years of age and currently work in the \_\_\_\_\_ Division. I am requesting to withdraw my application for retirement which was to be effective on \_\_\_\_\_.

Yours respectfully,

\_\_\_\_\_  
**(Employee Signature – Sign Here)**

\_\_\_\_\_  
**(Date)**

Name:

Employee No.:

Payroll No. - Section No.:

Department Phone(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recommended:

Janisse Quiñones  
Chief Executive Officer  
and Chief Engineer

Approved: \_\_\_\_\_