

## Instructions – Retirement Application Form

The **“Application for Retirement” (Page 2)** and **“Personal Data Sheet for Retirees”** are used to apply for retirement from active service. If you need information on your eligibility to retire, please contact the Retirement Plan Office at (213) 367-1715.

### Steps for completing the **“Application for Retirement”** form (see page 2)

The **“Application for Retirement”** should be completed and printed on Department letterhead. Your retirement date must be on the 1<sup>st</sup> of the month. **Your application must be received by the Retirement Plan Office at least 30 calendar days prior to your retirement date. Thirty days prior is mandatory per the City Charter. We cannot accept a late application.** Therefore, you should notify your division of your intent to retire at least 60 days prior to your desired retirement date.

**If you are younger than age 60 on your retirement date, the application must be approved by your Division Director and routed to the Retirement Plan Office through your Division.**

If you are age 60 or older on your retirement date, you may deliver the application directly to the Retirement Plan Office. Your Division Director’s approval is not required.

#### Notes:

It is your responsibility to review the accuracy of the information on the application before you sign it. If any changes are needed, please initial the corrections. Do NOT use correction tape (whiteout).

The Retirement Plan Office will only accept an original signed application. We will not accept a copied, emailed, or faxed application. 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.

### Steps for completing the **“Personal Data Sheet for Retirees”** form

The **“Personal Data Sheet for Retirees”** is a separate form used to gather personal and confidential information for your retirement. The information is used by staff to assist in the calculation of your benefits and to assist you through the retirement process. The information will not be shared with your Division or anyone outside of the Retirement Plan Office.

If you have any concerns or questions that are not addressed in the form, please address them directly with your assigned retirement counselor. The more information that we have about your particular situation; the more we can customize the retirement counseling to meet your needs.

Please deliver the completed form directly to:

**Retirement Plan Office  
John Ferraro Building, Room 357  
7:00 a.m. thru 3:00 p.m.**

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

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

Date:

Honorable Members:

**APPLICATION FOR RETIREMENT**

I am applying for retirement to be effective on \_\_\_\_\_, when I will be \_\_\_\_\_ years of age. This application is made pursuant to the provisions of the Retirement Plan and Section 1184 of the Los Angeles City Charter.

I currently work in the \_\_\_\_\_ Division. I understand that this application must be filed with the Board of Administration of the Water and Power Employees' Retirement Plan at least thirty (30) calendar days prior to the retirement date I have specified above. I will only be retired if I meet all eligibility requirements.

**I also understand that should I choose to withdraw my retirement request, I must do so by written, signed, notification, which must be received by the Retirement Plan Office no later than seven calendar days prior to my requested retirement date.**

Sincerely,

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

Name: \_\_\_\_\_

Employee No.: \_\_\_\_\_

Payroll No.- Section No.: \_\_\_\_\_

Department Phone(s): \_\_\_\_\_

Recommended:

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

Janisse Quiñones  
Chief Executive Officer  
and Chief Engineer