



**WATER AND POWER  
EMPLOYEES' RETIREMENT PLAN**

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Posted April 14, 2020

**Interim Modification to the Retirement Application & Withdrawal Process**

In response to the COVID-19 pandemic, the Retirement Plan Office has implemented the below interim process to assist members with his or her retirement application and withdrawal request:

1. A member wishing to apply to retire may print out the [Retirement Application](#) on plain paper. [The requirement for a letterhead for those retiring under Age 60 has been suspended.]
2. After completing and signing the Application, the form must be emailed to [retire@ladwp.com](mailto:retire@ladwp.com) prior to the last day to apply. The completed/signed form can be emailed as a scanned pdf or a picture. [The requirement for a wet member signature has been suspended.]
3. Retirement Office staff will send a batch request for the month to each System Head with a list of names and classifications for approval for all EARLY retirement applications.
4. The same process will apply to request for [Withdrawal](#) of Retirement Application.
5. Members must continue to comply with the deadlines required under City Charter and the Plan.

Please be advised that the Retirement Plan Office must continue to adhere to all the requirements of the Charter and the Plan.

**Applications not received 30-days prior to the retirement date cannot be accepted per City Charter.  
Applications not withdrawn 7-days prior to the retirement cannot be canceled per the Plan.**