

ENTERING D.R.O.P. CHECKLIST

① MEET WITH A VOYAGE RETIREMENT CONSULTANT

- We can answer any questions you have about FRS, D.R.O.P., Sick Pay, or anything else regarding the retirement process.
- We can review your current accounts to see if they match your retirement plans
- We can establish a proper retirement account 403b, 457 etc. if needed.

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- One to three months prior to DROP entry, you will set an appointment with your retirement services team at the county. You will need to bring your driver's license, county badge, birth certificate, and spouse birth certificate (if applicable)
- DP-ELE form: this is the Notice of Election to Participate in the Deferred Retirement Option Program (DROP) and Resignation of Employment. If you are dually employed with one or more Florida Retirement System (FRS) employer(s), each employer must complete the employer's portion of your DP-ELE and DP-11.
- DP-11 form: Since your DROP participation cannot be retroactive, you should send the DP-11 to the Division of Retirement prior to the first day of the month your DROP will begin even if you do not have the other required documents. The DP-11 will be accepted up to six months before your DROP participation date. The DP-11 must be signed in the presence of a notary public and approved by your employer
- FRS-11o form: Florida Retirement System Pension Plan Option Selection for FRS Members. On this form you are able to choose one of four options of what type of monthly benefit you would like to receive. A member must select one of the following retirement options prior to receipt of their first monthly retirement benefit.
- SA-1: Spousal Acknowledgment Form. You must complete and sign the top portion in the presence of a notary. If you are married option 1 or 2, your spouse should complete the bottom portion in the presence of a notary.

If you select Option 3 or 4, you must also submit birth date verification for your beneficiary.

You can find the above forms at:

www.dms.myflorida.com/workforce_operations/retirement/members/deferred_retirement_option_program_drop