

# EXITING D.R.O.P. CHECKLIST

## ① EXITING D.R.O.P.

- Meet with your Voyage Retirement consultant as you prepare to exit D.R.O.P. Your consultant will prepare you with proper expectations. They will also review our existing plan of action that we created upon entering D.R.O.P. making sure all needs are still met.
- 90 days prior to your D.R.O.P. termination date an information packet will be mailed to you. This packet includes important forms that need to be filled out. The county will also be contacting you to set up a D.R.O.P. exit meeting. Your consultant will accompany you on this meeting to answer any follow up questions.
- DP-TERM form: Certify your D.R.O. P. termination day on this form. Signature must be notarized and your FRS employer must certify termination date.
- DP-PAYT form: Elect how you will receive your D.R.O.P. payout. If you selected Option 4 you will need to also fill out the DP-Joint form.

All forms can be found at: [http://www.dms.myflorida.com/workforce\\_operations/retirement/members/forms](http://www.dms.myflorida.com/workforce_operations/retirement/members/forms)

- You can expect to receive your first retirement check 4-6 weeks from your retirement date. You will need to begin considering your health insurance options. Your Voyage Retirement Consultant can run comparisons for you and establish a plan of action.
- If you decide to exit D.R.O.P. early be sure to notify your county's retirement division 1-3 months prior. The county will notify the Florida Retirement System and will schedule your exit meeting.

## ② RETIREMENT BEGINS

- W-4P form: Withholding certificate for pension payments you will need to complete this form 30 day(s) after retirement.
- HIS-1 form: Health Insurance Subsidy certificate complete 30 day(s) after retirement.
- EFT form: Direct Deposit Authorization complete 30 days after retirement
- If eligible apply for social security benefits.