

**GENESEE COUNTY EMPLOYEES' RETIREMENT SYSTEM
RETIREE CHECKLIST (6 Options)**

- You must submit the Retirement System's Retirement Application and Election of Retirement Option Form ("Retirement Application") a minimum of 30 days prior to the date you intend to retire and a maximum of 90 days prior to the date you wish to retire.
 - You must complete and sign the W-4P Forms (Federal tax and State tax withholding).
 - You must supply the Retirement Office with the Social Security numbers of your spouse and children, *if applicable*.
 - You must supply the Retirement Office with a copy of your driver's license or birth certificate; and your beneficiary's driver's license and birth certificate, *if applicable*.
 - Checks and electronic deposit notices are mailed the last working day of each month, **OR** if you select electronic deposit, are wired and available at the start of banking hours on the first of each month.
 - If your retirement check appears to be lost in the mail, you may sign a stop payment form **after the 10th of the month**, and your check will be reissued.
 - All address changes must be made by written notification. If you move south for the winter and then come back in the summer, you must let us know of each move.
 - The Retirement Office telephone numbers are: (800) 949-2627 or (810) 257-2626.
 - YOUR PENSION OPTION CANNOT BE CHANGED AFTER YOU RETIRE.**
 - I acknowledge that the six* different pension options have been fully explained (see back of estimate form).
 - I acknowledge that I have received an estimate of my retirement benefits, which is subject to review and change by the System's actuary.
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*Insurance and/or other fringe benefits upon retirement **are not** the financial responsibility of this pension plan. These benefits are paid for by your employer and are covered under the union contract or Personnel Policy Manual of your employer.*

PLEASE CONTACT THE FOLLOWING INDIVIDUALS/DEPARTMENTS TO SIGN UP FOR INSURANCES OR OTHER FRINGE BENEFITS PRIOR TO YOUR RETIREMENT. Any questions you have concerning health, dental, and/or life insurance should be directed to your Human Resources (Personnel) Office:

<i>General County Retirees:</i>	<i>(810) 237-6120 – Rita Schubert, Human Resources</i>
<i>Mt. Morris Retirees (Health)</i>	<i>(810) 686-2160 – Vicki Fishell</i>
<i>Mt. Morris Retirees (Life)</i>	<i>(810) 237-6120 – Rita Schubert, Human Resources</i>
<i>Genesee Health System (CMH):</i>	<i>(810) 257-3736 – Payroll</i>
<i>Road Commission Retirees:</i>	<i>(810) 767-4920 - Cherry Grant, Personnel Office</i>
<i>Water & Waste Retirees</i>	<i>(810) 732-7870 – Warren Vyvyan, Chief Deputy Drain Commissioner</i>
<i>Library Retirees:</i>	<i>(810) 732-5570 – Amy Goldyn, Finance Manager</i>
<i>Gen. Memorial (life insurance)</i>	<i>(810) 237-6120 – Rita Schubert, Human Resources</i>
<i>Gen. Memorial (health insurance)</i>	<i>(810) 606-7009 – Carol Candella, Genesys</i>

Signature of Member _____ Date _____

Telephone # _____

04/08/2013