

RETIREMENT DOCUMENT CHECKLIST

Name _____

1. Copy of Drivers License _____
2. Copy of Marriage License _____
3. Drop Application _____
4. Guide To Choosing A Retirement Option _____
5. Normal Retirement Form _____
6. Form 500R _____
7. Single Life Retirement Form _____
8. Withholding Notice _____
9. Direct Deposit Form _____
7. City of Austin Medical Insurance Y N \$ _____
8. City of Austin Dental Insurance Y N \$ _____
9. City of Austin Vision Insurance Y N \$ _____
10. HELPS Enrollment Form _____
11. Retiree Association Enrollment Form (ARFFA) _____
12. PAC Enrollment Form _____
13. Union Dues Enrollment Form _____
14. Home Address _____

15. Phone Number _____
15. Month of 1st Annuity Check & Supplemental _____

(If 25th falls on a weekend/holiday the payment will be deposited the following business day)