



# Georgia Firefighters' Pension Fund

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## Important Notice For Retiree Applicants

**All applications submitted MUST consist of a properly completed application and should be received not later than sixty (60) calendar days prior to your requested retirement date. If your application is received after your retirement date, your benefits will be calculated to begin as of the date the application was received.**

1. To be eligible to receive benefits, you must have completed a minimum of 15 years of pension creditable service.
2. If you are a volunteer firefighter, you must complete and submit a fully notarized **Volunteer Creditable Service Affidavit**, which is included in this forms package. If you are not a volunteer, this form is not required.
3. Upon receipt of your **Retirement Application** and related forms, your records will undergo a complete and detailed audit to ensure that you are indeed eligible for retirement. At the end of the audit you will receive for your review an information packet showing all of the information relative to your retirement. There will be a window of opportunity to review, question and make changes to your retirement benefits. Once this window closes you are limited to changing only items shown in item 8 below.
4. Part of the forms package is the **Retiree Beneficiary Information Form**. You should complete and submit the form with your **Retirement Application**. Regardless of when you complete the **Retiree Beneficiary Information Form**, once your retirement begins you cannot change your selected Benefit Option. You can, however, submit a **Change of Beneficiary Form** with proper documentation at any time, even after retiring, up until death.
5. Survivor Benefits are paid in accordance with governing rules as set forth and basically explained on the **Retiree Beneficiary Information Form**. Upon notification of a retiree's death and receipt of a notarized death certificate, the Fund will direct benefit payments to the Named Beneficiary in accordance with the information contained in the completed **Retiree Beneficiary Information Form**. The Named Beneficiary may elect to submit for their own benefit revised **Change of Address, Tax Withholding and Retiree Direct Deposit Forms**
6. The **Tax Withholding Request Form** may be completed or changed at any time during your retirement. This same form is also to be used by your surviving beneficiary should they elect to have federal and state taxes withheld from their survivor benefits as well.
7. The **Retiree Direct Deposit Form** may be completed at your convenience. Changes submitted on this form will be effective in the month following the receipt of the form in the Pension Office. This same form is also to be used by your surviving beneficiary should they elect to have their survivor benefits automatically deposited to a different savings or checking account as well.
8. **YOU MUST NOTIFY THE PENSION OFFICE OF:**
  - a) Changes of Address
  - b) Changes of Direct Deposit Information
  - c) Changes of Marital Status (i.e. divorce, death of spouse, re-marriage)
  - d) Changes of Beneficiary
  - e) Changes of Tax Withholding
  - f) Reemployment with a Fire Department

**IF YOU HAVE ANY QUESTIONS, PLEASE CALL THE PENSION FUND OFFICE OR VISIT OUR WEBSITE AT [www.gfpf.org](http://www.gfpf.org).**