

CITY OF TALLAHASSEE DROP ENROLLMENT FORM

Name:		Emp ID:	DROP Begin Date:
Work:		Home:	Cell:
Dept.:		Contact:	Phone:
Pension Plan			
<input type="checkbox"/> General <input type="checkbox"/> Police <input type="checkbox"/> Fire		The maximum period for DROP participation is 60 months. Although you are required to terminate employment at the end of your DROP enrollment period, you may choose to terminate employment at any time during your DROP.	
Marital Status			
Are you legally married? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Spouse's name: _____ DOB: _____ SSN: _____			
Buyback Service			
Do you have service that you are eligible to purchase? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Has it already been purchased? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have we calculated it for you yet? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Do you want to purchase this service? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure (must be purchased before you enroll in DROP)			
Leave			
You have the option of having up to six weeks of your accrued leave included in the calculation of your DROP benefit. Please review the DROP Enrollment Information sheet for an explanation of your Leave Used/Not Used in Pension Calculation , before completing the information below.			
Do you want your allowable leave included in the calculation of your monthly benefit? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure			
If you included your allowable leave in the calculation how do you wish receive payment of these hours?			
<input type="checkbox"/> Lump Sum Payout (Payroll will Automatically withhold 25% taxes)			
<input type="checkbox"/> Rollover into a tax deferred savings account <input type="checkbox"/> MAP 401(k) <input type="checkbox"/> RSVP 457			
<input type="checkbox"/> Not Sure			
Employee Signature			
By my signature below, I acknowledge that my decision to join DROP is irrevocable. I understand that I must terminate my employment with the City of Tallahassee after 36 months if I am a Police Pension Plan Member or 60 months if I am a Fire or General Pension Plan member. I also acknowledge that I have read the attached DROP Enrollment Information sheet.			
_____		_____	
Signature		Date	
Retirement Administration Representative Signature			
By signature below, the Retirement Office acknowledges and confirms eligibility for this employees DROP Enrollment as indicated above.			
_____		_____	
Signature		Date	

Applications must be submitted to the Retirement Office at least 30 days prior to DROP begin date.

CITY OF TALLAHASSEE DROP ENROLLMENT INFORMATION

Things to do before you join DROP:

- Complete a DROP Enrollment Form and submit it to your department (keep a copy for yourself). Your department will forward the completed form to the Retirement Office. DROP Enrollment forms must be submitted to the Retirement Office at least 30 days prior to DROP begin date. Please see specific DROP enrollment dates for each month on the last page of this document.
- Obtain a copy of your birth certificate, and if applicable, copies of your marriage license and your spouse's birth certificate. You will need to bring these with you when you come in to sign your DROP enrollment paperwork.
- Verify that your leave balances are correct.
- Once we have received your DROP enrollment form, **we will call you to schedule an appointment** to meet with a Retirement representative. If you are married please bring your spouse to the appointment.

Buyback Service

If you have any eligible service (Pre-Pension, Prior City, Military and/or Out-of-City Public) you will need to make that decision before entering DROP. You will have the option to rollover money from one of your tax deferred savings accounts (MAP, RSVP or Supplemental Share Plan) to make this purchase. You will not be eligible to purchase any of these services after entering DROP.

Pension Payment Option

Do you want to provide an ongoing monthly benefit to your spouse or other beneficiary? This is an irrevocable decision, so make sure you and your family fully understand all of your options.

Leave Used/Not Used in Pension Calculation:

Option 1 – Using your Leave in your Pension Calculation

City of Tallahassee pension plan participants will be given the option of including the **lower** of: (1) accrued personal leave hours at DROP entry, (2) accrued personal leave hours on July 1st, 2011, for General or October 1st, 2011, for Fire or October 1st, 2013, for Police or (3) the 6-week maximum.

If you choose to use the allowable personal leave in your calculation, the payment for that leave will be in the 1st paycheck following your entry date into DROP. You will retain any remaining personal leave hours not used in the calculation. However, when you terminate employment, you will be paid no more than the number of personal hours you had when you entered DROP.

If the amount of personal leave you have available to use in the calculation is less than the 6-week maximum allowed, sick leave may be used to make up the difference. You will retain any sick leave hours over the amount you used in the calculation. When you terminate employment you will be paid for unused sick leave according to H/R policy.

Option 2 – Not using your Leave in your Pension Calculation

With this option no leave will be included in the calculation of your DROP benefit, and no payment for leave will be made when entering DROP. Upon termination of employment you will be paid for unused sick leave according to H/R policy and you will be paid for personal leave up to a maximum of your balance at DROP entry.

Note: While in DROP, Personal and Sick leave will continue to accrue according to H/R policy

DROP Enrollment Deadline

- For General employees six years from their first date of normal retirement eligibility, either 30 years of service or age 62. Once this deadline is past, there is no further option to join DROP.
- Police Officers and Firefighters two years from their first eligible normal retirement date, either 25 years of service or age 55. Exception, if a Police Officer or Firefighter is age 55 with less than 25 years of service, they will have until either age 60 or 27 years of service, whichever comes first, to join DROP.

If you have questions or additional information, please feel free to contact the Retirement Office.

City of Tallahassee—Retirement Services ♦ 300 S. Adams St. Box A-30 ♦ Tallahassee, FL 32301

Phone: 850-891-8343 ♦ FAX: 850-891-8859

www.talgov.com/retirement