

# REQUEST FOR RETIREMENT CALCULATION

**DATE**

**REQUESTED:** \_\_\_\_\_ **NAME/MEMBER #:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**INFORMATION FROM MEMBER:**

**Date(s) of Retirement:** \_\_\_\_\_

\_\_\_\_\_  
(Request can be up to four est. dates)

**Final Pay Assumption:**

Job Class Rank: \_\_\_\_\_

Top Step of Job Class:                   **YES** \_\_\_\_\_                   **NO** \_\_\_\_\_

(i.e.: Firefighter, Top Step No Premium; Police Sgt. Top +6% Hazard.)

Longevity Pay:                           **YES** \_\_\_\_\_                           **NO** \_\_\_\_\_

**Other Assumptions:**   Fitness           Shift           Degree           Out of Class  
                                  Coach's       Hazard       SERT           Stand By

**Details :** \_\_\_\_\_

(i.e.: Rate and # of hours at that rate. Information can be provided from the timekeeper.)

**Domestic Relations Order:**                   **YES** \_\_\_\_\_                   **NO** \_\_\_\_\_

**Where to Send Print-out:** \_\_\_\_\_

(i.e.: Email, Home, Interoffice, Fax, Pickup, etc.)

**Pay Report** \_\_\_\_\_           **Financial Analyst initials:** \_\_\_\_\_           **Date Sent:** \_\_\_\_\_

---

**OFFICE USE ONLY:**

**INFORMATION FROM FILE:**

**Date of Appointment:** \_\_\_\_\_           **Employ ID #:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Time Loss - Days:** \_\_\_\_\_