

# Clinton Township Fire and Police Retirement System

## Service Retirement Procedures

1. Upon meeting the age or service requirements for retirement, a member may retire upon submission of the enclosed Retirement Letter of Intent form or a written letter, to the Pension Board c/o Beth Glowe-Pension Board Secretary, their department head, along with a copy to the Township Supervisor and Human Resources, not less than 30 days nor more than 90 days prior to the date he/she desires to be retired. **Please note last day of employment.** The letter of intent becomes binding in the event a replacement is hired.
2. Member's eligibility for retirement is verified by the Finance Department. Pension Board resolves, at its next meeting following notification of the member's intent to retire, to process the application for retirement.
3. Member request a retirement application package from Beth Glowe (586) 723-8101.
4. Finance Department will request an estimated pension benefit calculation from the actuary. Upon receipt, a copy will be forwarded to the member. The member may make an appointment with Beth Glowe to review his/her pension benefit calculations prior to completing retirement application package.
5. Member completes and returns the retirement application package to Beth Glowe no later than 10 days before his/her retirement date. Member is responsible to set up an appointment.
6. After member's last day on the payroll and upon receipt of final payroll information, the Finance Director will forward final average compensation figures to the actuary for final pension benefit calculations. Upon receipt, a copy will be forwarded to the member.
7. Member may no longer change their retirement elections once the retirement package has been approved.
8. Pension checks are processed on a monthly basis. The member should anticipate the benefit and/or annuity withdrawal payment to commence within forty-five (45) days after the member's effective date of retirement. Any retroactive benefits will be included with their first pension check.