



## Information for New Retirees

### Pension Plan Retirees

- a) Review the information letter included in the Florida Retirement System (FRS) Retiree Packet, which is mailed to you around the time you receive your first benefit payment.
- b) Complete and submit the following forms. You may complete the forms included in your packet or use the links below:
  - [Direct Deposit Authorization](#)
  - [Health Insurance Subsidy Certification](#)
  - [Tax Withholding Certificate for Pension Payments \(W-4P\)](#)
- c) Access your benefit and tax statements at [MyFRS.com](http://MyFRS.com) or call the Financial Guidance Line at **866-446-9377, option 3**.

### Investment Plan Retirees

- a) Review the information included in the [MyFRS Termination Kit](#), which is mailed to you after you terminate employment.
- b) If you have met the normal retirement age or service requirements of the FRS Pension Plan, apply for the Health Insurance Subsidy (HIS) by completing and submitting to the Division of Retirement the following two forms:
  - [Application for Health Insurance Subsidy for Investment Plan Members](#)
  - [Health Insurance Subsidy Certification for Investment Plan Members](#)
- c) Get a final annuity quote from a MyFRS Financial Guidance Line financial planner at **866-446-9377, option 2**.
- d) After meeting the [FRS withdrawal requirements](#), employees may request a withdrawal of retirement funds by calling the FRS Investment Plan Administrator at **866-446-9377, option 4**, or visiting [MyFRS.com](http://MyFRS.com). You will need your PIN (Personal Information Number) to process the distribution by telephone.
  - If you have lost your PIN, call the Investment Plan Administrator at **866-446-9377, option 4**. Your PIN will be sent to you via regular U.S. mail.

### When Do I Get a Retirement Check?

- a) *Pension Plan Retirees*: Pension payments are issued on the **last business day of the month**. The first payment will be mailed to your home address on the last business day of the month following your date of separation. For example, if your date of separation is June 5, your retirement date is July 1, and your first payment will be mailed on July 30 which is the last business day of the month. NOTE: The first payment is mailed; after that, all payments are direct deposited.
- b) *Investment Plan Retirees*: There is no fixed payment schedule. You select the payment distribution plan desired.

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## How to Report Changes in Personal Information

At any time in the future if you have a change in name, address or family status, please notify both County and FRS staff:

- a) *Pinellas County Employee Benefits*: Email [employee.benefits@pinellascounty.org](mailto:employee.benefits@pinellascounty.org) or call **727-464-4570**.
- b) *Florida Retirement System (FRS)*:
  - Update address changes only at [MyFRS.com](http://MyFRS.com)
  - Update address, name, or family status by requesting a form from the MyFRS Financial Guidance Line at **866-446-9377** (select option 3 for pension plan retirees or option 4 for investment plan retirees).

## REPCO

When you retire from your service with Pinellas County, you don't have to retire from all of your friends and co-workers. REPCO, the Retired Employees of Pinellas County (which is not an official organization of Pinellas County government), can help you stay in touch. REPCO is an organization created to promote the bonds of fellowship, explore common interests, and promote the general welfare of retired Pinellas County employees and their families.

REPCO meets on the second Monday of the month at 11:30 a.m. at Applebee's Restaurant located at 5110 East Bay Drive in Largo. For the date and topic of the next meeting, visit [www.pinellascounty.org/hr/repcos](http://www.pinellascounty.org/hr/repcos).