

## SEVERANCE PAY REQUEST

TO: \_\_\_\_\_ DATE OF RETIREMENT \_\_\_\_\_

We have received notification of your retirement. If you are eligible to receive any severance pay, it is necessary for you to select one of the final payment options listed below. Please indicate your choice and return this form to the Finance Department no later than (8) days prior to your last day worked.

\_\_\_\_\_ One payroll direct deposit which includes my last regular pay for hours worked and my severance due for unused leave time.

\_\_\_\_\_ My last regular direct deposit in the usual manner and my severance pay as a separate deposit issued the following normal pay date.

Your final direct deposit check stub will be mailed to you. Please verify your mailing address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Payroll mails out items of interest to retirees as well as your last W-2. If you should move, please keep us informed as to your new address.

I understand that if this form is not received in time, I will receive one check. I also understand my retirement fund earnings information cannot be submitted until after my last pay check has been paid to me.

EMPLOYEE SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_ DEPARTMENT \_\_\_\_\_

Please be advised:

Any life insurance coverage in effect at your end of service with the City will continue at your expense beginning the 1<sup>st</sup> of the month following retirement (this includes the city paid basic life insurance coverage).

If you should choose to defer any pay due you into your existing deferred comp, please request the change form from payroll.

Payroll will inform ICMA as to your termination date. For Nationwide and WDCP, please contact them directly.

ICMA 1-800-669-7400

IAFF/Nationwide 1-877-677-3678

WDCP 1-877-457-9327 (Opt 2)