

**CITY OF ATLANTA**  
**EMPLOYEES RETIREMENT PLAN**  
2187 NORTHLAKE PARKWAY  
SUITE 106 BUILDING 9  
TUCKER GA 30084  
TEL.: (770) 934-3953  
FAX: (770) 939-6940

**Enclosed are the forms to be completed to begin your retirement benefit. Failure to complete or submit the forms to us could delay your retirement.**

**Follow all instructions carefully.**

**Step 1:** Complete the Application for Retirement, Federal Tax Withholding Election Form, Direct Deposit Form and the Pension Clearance Form. Note, the Direct Deposit Form is optional and should be completed only if you wish to have your monthly payments deposited into your checking or savings account.

Please be sure to include a copy of your **Drivers License, Social Security Card and Birth Certificate**, or **Passport** (on spouse also, if married) and a copy of **Your Last Paycheck Stub**. If you have chosen the option for beneficiary, please enclose proof of age for all beneficiaries. Also, include a copy of the **Marriage Certificate**.

**Step 2:** Complete the Pension Clearance form and take it to your Human Resource Dept. to obtain the necessary signatures and return the completed form along with your application to ASI at 2187 Northlake Parkway Bldg. #9 Ste.106 Tucker GA 30084. Your benefit is effective the day following your Last Day Worked for CITY OF ATLANTA.

**Step 3:** Complete all final termination paperwork with your Manager/Supervisor on the last day of employment with CITY OF ATLANTA.

**Step 4:** Retirement payment commences! Note the following, pension checks are issued at the end of each month. Please notify our office if you fail to receive your pension within (7) working days of the payment date. Other related matters such as address changes, death of the pensioner /beneficiary etc. must be reported to our office. Changes received before 12<sup>th</sup> of each month will be processed within the month reported; otherwise, changes would be effective the following month.

Best of luck on your retirement! Should you encounter any problems with your pension, please let us know and we will be glad to assist you.