

***The DROP Entry Process for  
Members of Fairfax County Employees' Retirement System***

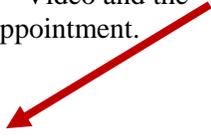
1. ***Use the online Retirement Benefit Estimator in Web Member Services on the Retirement Systems website*** - <https://retirementservices.fairfaxcounty.gov/pgwebmember.exe>  
– Create an Account and generate your own benefit estimates for DROP or normal retirement.

2. ***Determine whether you plan to Retire or Enter DROP***

If you plan to **retire**, please review the information sheet called the “Retirement Process”.

If you are considering **DROP entry**, please review the “**Understanding DROP**” Video and the “**DROP Counseling**” Video ---- BEFORE attending an individual counseling appointment.

***Both DROP Videos can be viewed on the Retirement Systems website***

<http://www.fairfaxcounty.gov/retirement/drop.htm> 

3. ***Approximately 6-8 months prior to intended DROP Entry***

- Contact the Retirement Systems Office to obtain a **Benefit Estimate**
- Schedule a DROP Counseling appointment by calling 703-279-8200

5. ***Within 60-90 days of DROP entry (return the completed DROP application):***

- Return your completed DROP entry forms **in person** or return them via **mail**. If you choose to drop them off during our walk-in hours of 11:00am-2:00pm, Monday – Friday, one of our staff can verify that all the requested information is complete so your application can be processed without delay.

***Please Note:*** You must apply for DROP entry ***at least 60 days prior*** to your requested DROP Entry date. See DROP Application Schedule for specific dates.

*\*School employees may only enter DROP on the 1<sup>st</sup> of any month, so must submit the application two or more months prior to the beginning of the month of which they want to enter.*

***You must make your Joint and Survivor election at the time of application for DROP Entry***

6. ***45-60 Days after DROP Entry Date:***

- Welcome to DROP Letter and Calculation Worksheet** will be mailed to you within this time frame.
- DROP Statements** are available through Web Member Services (WMS), the secure internet portal on the Retirement Systems website. You must first create an account to access your information.

7. ***DROP Exit Arrangements*** should be made 60 days or more prior to your retirement/DROP exit date. DROP members must exit the DROP no later than 3 years after DROP entry.

- Complete DROP Exit Application
- Consider DROP Exit Counseling to determine post-retirement benefit options

*Fairfax County Retirement Systems - 10680 Main Street, Suite 280, Fairfax, VA 22030*

Hours of Operation: Monday-Friday, 8:00 am to 4:30 pm

**Walk-in hours: 11:00am to 2:00pm** - - Limited services are available during walk-in hours

#E052-2/5/2015