

*The **Retirement Process** for  
General County members of Fairfax County Employees' Retirement System (FCERS)*

**Step by Step Checklist for Normal or Early Service Retirement\*\***

1. **Within 1 year of retirement eligibility:**

- Contact Retirement Systems to obtain a **Benefit Estimate**.

~ NORMAL Retirement = Age 50 or more + Service = 80 (Rule of 80 For those hired prior to 1/1/13)

~ NORMAL Retirement = Age 65 with 5 or more years of Service)

~ EARLY Retirement = Age 50 or more + Service = 75 (Rule of 75)

*\*Please allow at least 3 weeks from the time we receive your estimate request,  
for your benefit estimate to be mailed to your home.*

2. **Within 3-6 months of retirement:**

- Contact Retirement Systems for an **APPLICATION PACKET**. (You may request a packet by **calling 703-279-8200, TTY:711** and ask to have it mailed to you or arrange to pick it up at our offices on Main Street.)

- Make an appointment for individual counseling with a retirement counselor.

- Notify your **SUPERVISOR** that you are planning to retire.

3. **Within 1-3 Months of retirement:**

- Return your **completed** retirement 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,  
one of our staff can verify that all the requested information is complete so your  
application can be processed without delay.

4. **45-60 Days after retirement:**

~ **The First Payment Letter and Calculation Worksheet** will be mailed to you  
within this time frame. The first payment will be direct deposited to your account,  
as designated on your application paperwork.

~ **First and Future Payments** will be sent by direct deposit to your financial  
institution **on the last business day of each month**.

*The Retirement Systems will coordinate your transition from active payroll insurance coverage  
to insurance coverage as a retiree with the Department of Human Resources.*

*You may receive a COBRA letter shortly after retirement regardless of coverage continuation.*

**\*\*DROP enrollees or those considering DROP, should refer to the DROP Entry Checklist**

*Retirement Systems Hours of Operation: Monday-Friday, 8:00 am to 4:30 pm  
10680 Main Street, Suite 280, Fairfax, Virginia 22030 ☎ 703-279-8200 \* TTY: 711*

**Walk-in hours: 11:00am to 2:00pm**

*Limited services are available during walk-in hours*