

***The Retirement Process for
Members of Fairfax County Uniformed Retirement System***

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

- Contact Retirement Systems to obtain a **Benefit Estimate**.
 - NORMAL retirement (25 years of service or age 55 with 6 years of Service)
 - With DROP estimated numbers OR
 - Without DROP estimated numbers
 - EARLY retirement (20 or more years of service; ineligible for DROP)

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

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

If you are considering DROP entry, please review the “DROP Entry Process” on the reverse 
If you plan to **retire**, please continue below 

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

- Contact Retirement Systems for a **RETIREMENT APPLICATION PACKET**. You may request a packet by **calling** 703-279-8200, TTY: 711 to have the packet mailed to you or arrange to pick one up at our offices on Main Street.
- Counseling is available by appointment during this period of time.
- Notify your **SUPERVISOR** that you are planning to retire.

4. **Within 1-3 Months of retirement (once all forms are completed):**

- 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.
- DROP participant** arrangements for DROP exit should be made **60 days or more prior** to your retirement (DROP exit) date.

Please review the “DROP Entry Process” on the reverse



5. **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.

Contact the Fairfax County Retirement Systems at **703-279-8200, TTY: 711** for information your retirement benefits. For questions about **Health, Dental, and Life Insurance**, please contact HR-Benefits at 703-324-3311.