

To: Clerk of the DeKalb County Pension Board
% Risk Management and Employee Services Division
1300 Commerce Drive, 4th Floor, Decatur, GA 30030
(404) 371-2296

Internal Use:
Attach this form with other
termination documents.
(Rev. 05/2023)

From: _____
(Full Name of Employee)

Department: _____ Employee ID: _____

Date of Birth: _____ Last Date of Employment: _____

If you are **not** vested in your pension benefit then the following provisions apply:

Your employee pension contributions will automatically be refunded to your address of record within 90 days of termination. No further pension benefits are due to you. Alternatively, you may roll over your employee pension contributions to an IRA or qualified retirement plan; complete the Rollover Election Form (www.dekalbcountyga.gov/retirement) and return it to the address above.

***** To ensure timely delivery, we must have your current address updated in our records.**

I understand that if I am rehired by the County, I may repay the refunded contributions, plus interest, by applying to do so within 6 months of rehire and by repaying the funds in installments over a period not to exceed 24 months.

For alternate delivery of your refund, please initial the following:

_____ **Do not mail the refund check to my home address of record; instead, mail it to:**

Name: _____

Address: _____

City/State/ZIP: _____

If you are vested in your pension benefit but not yet eligible to retire, then you may elect to leave your employee contributions in the retirement plan and receive your monthly pension benefit at a later date.

For employees hired before September 2005: I understand employees with less than 3 years of qualifying service with the County have no eligibility for a DeKalb County pension. Employees with 3 to 10 years of qualifying service may qualify for a pension at age 65, and employees with 10 or more years of qualifying service may apply for normal retirement after reaching age 55 or early retirement after reaching age 50.

For employees hired after August 2005 but before January 2016: I understand employees with less than 7 years of qualifying service with the County have no eligibility for a DeKalb County pension. Employees with 7 to 10 years of qualifying service may qualify for a pension at age 65, and employees with 10 or more years of qualifying service may apply for normal retirement after reaching age 62 or early retirement after reaching age 55.

For employees hired after December 2015: I understand employees with less than 7 years of qualifying service with the County have no eligibility for a DeKalb County pension. Employees with 7 years of qualifying service may apply for normal retirement after reaching age 67 or early retirement after reaching age 55 with at least 10 years of service.

_____ 1. **Do not refund my employee contributions. I am eligible for a future pension benefit.**

Alternatively, you may withdraw your employee contributions, but no further pension benefit will be due.

_____ 2. **Refund my employee contributions. No future pension benefit will be due.**

Signature: _____

Date: _____