



**THE CITY OF ALEXANDRIA FIREFIGHTERS & POLICE OFFICERS PENSION PLAN
DEFERRED RETIREMENT OPTION PROGRAM APPLICATION**

NAME: _____ DATE OF BIRTH: _____ SOCIAL SECURITY NUMBER _____

ADDRESS: _____

POSITION	DEPARTMENT	DATE OF HIRE with City of Alexandria as a Sworn Police Officer or Firefighter:
BREAK IN SERVICE (OFFICE USE ONLY)	DROP ENTRY DATE	DROP EXIT DATE
MARITAL STATUS <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed		SPOUSE'S DATE OF BIRTH (IF MARRIED)

DEFERRED RETIREMENT OPTION PROGRAM

The Deferred Retirement Option Program (DROP) is a voluntary program that provides a way for you to continue to work for the City of Alexandria as a Police Officer or Firefighter and to have your retirement benefits credited to a deferred account at the same time. In order to be eligible for the DROP you must have at least 30 years of Credited Service under the Plan. Your status with the Firefighters and Police Officers Pension Plan is that of a retiree once you begin participation in the DROP. If you elect to participate in the DROP, your retirement benefit will be calculated based on your years of service and your average monthly compensation as of your DROP entry date. Your DROP entry date is the first of the month you begin to receive DROP benefits. Your employee payroll deductions will stop as soon as administratively possible. Your status as an active employee will continue for all City of Alexandria sponsored non-disability/retirement programs. Your monthly retirement benefit will be credited to a separate "DROP Account" within the Plan.

If, when participating in the DROP program you become disabled off duty, you would not be eligible for non-service connected disability benefits. However, you would be eligible for disability benefits on account of a service connected disability (assuming you are not yet age 55).

Your DROP exit date is the date you plan to retire; this date cannot be longer than 3 years from your DROP entry date. When you terminate your employment on your DROP exit date you can receive the accumulated value of your DROP account or apply the value of the DROP account to increase your accrued pension benefit. You must retire by your DROP exit date.

In order to participate in the DROP you will be required to sign a Retirement Agreement and Release indicating your agreement to retire by your DROP exit date.

CIGNA Retirement Services will provide you with an estimate of your retirement benefit as of your DROP entry date and the available forms of retirement benefits that can be used to determine the amount credited to your DROP Account.

You may select the manner in which retirement benefit payments are credited to your DROP Account. When you receive your retirement estimate, please keep in mind that the determination of whether any death benefits are payable if you die before your DROP exit date will be based on the form in which you elected to have your retirement benefit credited to your DROP account. Thus, if you elected to have your DROP benefit

credited in the form of a life annuity (with no survivor benefits) and you die during your DROP period, the only benefit payable upon your death would be the amount actually credited to your DROP account. On the other hand, if you elected a joint and 100% survivor annuity, your beneficiary would continue to receive annuity payments following your death.

Your DROP entry date will be the first day of the pay period that falls at least 30 days after receipt of your complete application. Maximum participation in the DROP is three years. If you continue to work as a City firefighter or police officer until your DROP exit date, CIGNA will automatically provide you with a retirement package approximately 90 days before your DROP exit date. Your retirement package will contain elections for the payment of your retirement benefit following your retirement under the DROP and a separate election regarding the payment of your DROP Account.

If you plan to end your participation in the DROP before the end of the three year DROP period you must give at least 60 days notice to your supervisor and to the Pension Administration Office. Also, you will need to contact CIGNA for a retirement application package so that you can select the form of your retirement benefit and elect a retirement distribution option for your DROP account.

Under the provisions of the City of Alexandria Firefighters and Police Officers Pension Plan, I hereby apply for retirement under the provisions of the DROP. I have read and I understand the DROP procedures that have been provided to me and I accept the terms of the DROP program.

PARTICIPANT SIGNATURE

DATE

PERSONNEL DEPARTMENT:

EMPLOYMENT DATES VERIFIED BY:

SIGNATURE

TITLE

PENSION ADMINISTRATION DIVISION:

PLAN ADMINISTRATOR: _____

Date: _____