

Fire Retirement Timeline

Step 1	Request pension estimate of first target retirement date	6 – 9 months prior
Step 2	Send notice of retirement date to the Chief *Form OFD-25	90 days prior to retirement
Step 3	Retirement notice will go out to departments of your retirement	Following notice from Chief's office
Step 4	Make an appointment with Benefits to sign paperwork and review benefits	4 weeks prior
Step 5	Make arrangement to defer leave payoffs, consultation with your tax preparer, review impact of benefit changes to family. Notify Payroll of arrangements you have made.	Prior to retirement
Step 6	Get approval of pension at COPFRS Board	3 rd Thursday of the month
Final Step	Begin receiving pension benefits	End of each month