

RETIREMENT DOCUMENT CHECKLIST

Name

Social Security Number

1. Copy of Drivers License _____
2. Copy of Marriage License _____
3. Drop Application and Election _____
4. Optional Retirement Annuity Election _____
5. Withholding Notice _____
6. Direct Deposit Form _____
7. City of Austin Medical Insurance Y N \$ _____
8. City of Austin Dental Insurance Y N \$ _____
9. Date of 1st Annuity Check _____

(If the 25th falls on a weekend the check will be deposited the following Monday)

10. Home Phone Number _____
11. Home Address _____

COPY FOR YOUR RECORDS