

# RETIREMENT DOCUMENT CHECKLIST

\_\_\_\_\_  
Name

1. Copy of Drivers License \_\_\_\_\_
2. Copy of Marriage License \_\_\_\_\_
3. Drop Election and Application \_\_\_\_\_
4. Form NRA - Normal Retirement \_\_\_\_\_
5. Form SLA - Single Life Annuity Election \_\_\_\_\_
6. Withholding Notice \_\_\_\_\_
7. Direct Deposit Form \_\_\_\_\_
8. City of Austin Medical Insurance      Y      N      \$ \_\_\_\_\_
9. City of Austin Dental Insurance      Y      N      \$ \_\_\_\_\_
10. City of Austin Vision Insurance      Y      N      \$ \_\_\_\_\_
11. HELPS Enrollment Form \_\_\_\_\_
12. Retiree Association Enrollment Form (ARFFA) \_\_\_\_\_
13. PAC Enrollment Form \_\_\_\_\_
14. Union Dues Enrollment Form \_\_\_\_\_
15. Month of 1<sup>st</sup> Annuity Check & Supplemental \_\_\_\_\_

***If 25<sup>th</sup> falls on a weekend/holiday  
the payment may be deposited the following business day. We  
pay on the 25<sup>th</sup> of the month to assure everyone has a payment by  
the last day the month.***