



## WATER AND POWER EMPLOYEES' RETIREMENT PLAN

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Posted August 4, 2020

### **Retirement Application Process Update**

Going forward, the Retirement Application and Withdrawal Process will revert to the original process as outlined in the [Retirement Application](#) and [Withdrawal](#) Forms. Original wet signatures are required on these forms. While the Retirement Plan Office location remains closed until further notice, completed forms should be submitted through US Postal Service mail or the Department's interoffice mail.

Please be advised that the Retirement Plan Office must continue to adhere to all the requirements of the Charter and the Plan.

**Applications not received 30-days prior to the retirement date cannot be accepted per City Charter.  
Applications not withdrawn 7-days prior to the retirement date cannot be canceled per the Plan.**