



## WATER AND POWER EMPLOYEES' RETIREMENT PLAN

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### Retirement Application Process Update

Effective immediately the Retirement Plan Office will resume the normal process for filing and/or withdrawing a Retirement Application as outlined in the [Retirement Application](#) and [Withdrawal](#) Forms. If an application/withdrawal form was already submitted under the interim process, it will be accepted for a retirement date prior to July 1, 2021. Those with a form received for a retirement date of July 1, 2021 or later will be contacted to resubmit document with original wet signatures, if not previously provided.

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 Applications not withdrawn 7-days prior to the retirement date cannot be canceled per the Plan.**