



# WATER AND POWER EMPLOYEES' RETIREMENT PLAN

## Retirement Application and Withdrawal Forms

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Date: March 2, 2022

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Effective Monday, March 7<sup>th</sup> the Retirement Plan Office (RPO) will resume the normal process for filing and/or withdrawing a **Retirement Application** as outlined in the [Retirement Application](#) and [Withdrawal](#) Forms. Wet signature will no longer be required consistent with the Department's e-signature policy.

If an application/withdrawal form was already submitted under the Interim Application Process, it will be accepted for a retirement date prior to May 1, 2022. Those with a form received for a retirement date of May 1, 2022 or later will be contacted by RPO staff to resubmit the document on Department letterhead if they are under 60 years old.

The RPO is located in the in the John Ferraro Building, Room 357. We are open for in-person service **Monday through Thursday from 7am - 3pm**. Completed forms can be dropped off in our office during our service hours, via US Postal Service mail, the Department's interoffice mail, or by email to [retire@ladwp.com](mailto:retire@ladwp.com). Please be advised that the RPO must continue to adhere to all the requirements of the Charter and the Plan. *It is the member's responsibility to ensure the forms are complete and received timely.*

- ✓ **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- ✓ **Applications not withdrawn 7-days prior to the retirement date cannot be canceled per the Plan.**
- ✓ **All applications and withdrawals must be on letterhead and signed by the Division Director if the employee is under 60 years old at the time of retirement.**

Linda P. Le  
Retirement Plan Manager