



## Processing Terminations

**When processing a pension eligible employees' termination, one of the below documents must be completed for Pension purposes:**

- 1) If Member is **not** Vested, one of the following should be completed:
  - Contribution Retention Notice form (Form CRN which indicates they do NOT want a refund at this time.)

**OR**

  - Application for Withdrawal of Benefits (Form WB-1 indicates they DO want a refund at this time.)
  
- 2) If Member is Vested , one of the following should be completed:
  - A Vested Pen App (which will entitle the member to receive a pension)

**OR**

  - Application for Withdrawal of Benefits (which will wipe out the member's service and their entitlement to a pension)

**Regardless of whether or not the individual is vested, a PCC-1 should also be completed at this time.**

### **If Hired Prior to 1/1/2012:**

If a member ceases to be employed after acquiring 5 years of consecutive pension credited service, he/she is fully vested and qualifies for a pension at retirement age unless he/she withdrew the accumulated contributions.

### **If Hired On or After 1/1/2012:**

If a member ceases to be employed after acquiring 10 years of pension credited service and 5 of the 10 years are consecutive, he/she is fully vested and qualifies for a pension at retirement age unless he/she withdrew the accumulated contributions.

If you have any questions, please contact the Office of Pensions at 302-739-4208.