



STATE OF DELAWARE OFFICE OF PENSIONS

EMPLOYER ALERT
APRIL 2021

EXCITING NEWS! NEW AND IMPROVED EMPLOYER, EMPLOYEE, AND RETIREE FORMS

The Office of Pensions undertook a more than year-long project to revise all employer, employee, and retiree forms. Our major goals were:

- implement a common look and feel
- create user-friendly documents
- utilize consistent terminology
- include ability to complete forms electronically

Our office has been actively promoting the project's progress and anticipated release of forms at School and Charter School Business Managers Meetings, the Human Resources Roundtable, and PHRST Key End User Meetings over the last six months. We are excited to announce that the new forms are now available on the Office of Pensions Website, www.delawarepensions.com.

The Pension Office is requesting that all employers immediately implement the use of the new forms. We understand some employers and employees are proactive in submitting their intent to retire in advance, and we will continue to accept the old versions of forms through a grace period of six months. After November 1, 2021, our staff will contact employers if old forms are submitted and request new ones.

Our office welcomes any feedback for improvement as you begin to use the forms. We want the forms to be as user-friendly and simple as possible, and we can meet that goal with your help!

Questions, feedback or comments? Please email pensionoffice@delaware.gov.