



Updated Withdrawal of Benefits (WB-1) Form and Retirement Process Document

The **Withdrawal of Benefits (WB-1) Form** was recently revised to include:

- Office of Pensions contact information
- Update to withdrawal benefit payment date (45 days from last payroll check received)
- Clear, bolded information concerning termination of vesting rights
- Update to name change requirement (documentation must be provided)
- Update to organization (formerly called "agency") requirements - must submit Pension Creditable Compensation (PCC-1) form

The updated form is located on our website under the *Information>Forms>Active Members Forms and Employers Forms areas*.

The **Retirement Process Document**, used as a reference document for our Pre-Retirement workshop attendees as well as our website - *Information>Retirement Counseling>Retirement Process Information*, was revised to reflect:

- Updated notification timeline for employees – 4 months
- Updated pension application deadline timeframe – all documents and applications should be in our office 45 days prior to effective date of pension

Deadline schedule:

http://extranet.pensions.state.de.us/PDF/Employer%20Update_Oct%202013.pdf

Questions? Please call our office at (302)739-4208.