



## LEON COUNTY SCHOOL BOARD RETIREMENT APPOINTMENT REQUEST

NAME	LAST 4 OF SSN	CELL PHONE NO
HOME ADDRESS	WORK LOCATION NAME	HOME PHONE NO
CITY                      STATE                      ZIP	POSITION	WORK PHONE NO
PERSONAL EMAIL ADDRESS	DATE OF BIRTH (SELF)	DATE OF BIRTH (SPOUSE)

Are you currently employed with LCS? YES \_\_\_\_\_ NO \_\_\_\_\_ If **NO**, date of termination? \_\_\_\_\_

Have you seen a retirement counselor previously? YES \_\_\_\_\_ NO \_\_\_\_\_ If **YES**, When? \_\_\_\_\_

Have you requested an estimate of benefits from the Division of Retirement? If not, please call 850-907-6500 to receive one.

**CHOOSE AN OPTION**

\_\_\_\_\_ I am planning to retire or join DROP within the **next six months** and would like an appointment.

\_\_\_\_\_ I am planning to retire as of \_\_\_\_\_.  
(Date)

\_\_\_\_\_ I am planning to join the Deferred Retirement Option Program (DROP) as of \_\_\_\_\_.  
(Date)

\_\_\_\_\_ I am considering switching to the Investment Plan as of \_\_\_\_\_.  
(Date)

\*Appointments are issued based on retirement date and eligibility. We only schedule appointments within six months of the retirement or DROP date, Monday – Thursday, 10:00 a.m. - 4:00 p.m. If you are more than six months away from retirement or DROP eligibility, please contact the Division of Retirement at 850-907-6500 for a retirement estimate.

At the time of your appointment, please bring: **birth or naturalization certificate for yourself and your spouse and marriage certificate (if married)**. All correspondence received from the state of Florida Division of Retirement, and **beneficiaries social security number, dates of birth, address, and phone number**.

Preferred Time and Day	A.M.	P.M.	MON.	TUES.	WED.	THURS.
1 <sup>st</sup> Choice						
2 <sup>nd</sup> Choice						

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

<b>FOR OFFICE USE</b>
Counseling appointment is scheduled for: _____ at _____ <span style="margin-left: 100px;">(Day)</span> <span style="margin-left: 100px;">(Date)</span> <span style="margin-left: 100px;">(Time)</span>
Appointment information mailed on: _____ with _____ <span style="margin-left: 100px;">(Date)</span> <span style="margin-left: 100px;">(Name)</span>