

Retirement Process for Members of Fairfax County Uniformed Retirement System

Take the Mid-Career Retirement Planning Class information at:

<https://www.fairfaxcounty.gov/retirement/retirement-class-schedule>

Planning for Retirement Class - Class size limited to the first 20 enrollments within 2 years of retirement eligibility.

Use the online Retirement Benefit Estimator in Web Member Services on the Retirement Systems website:

<https://retirementservices.fairfaxcounty.gov/pgwebmember.exe> to create an Account and generate your own benefit estimates for DROP or retirement.

Determine whether you plan to Retire or Enter DROP

If you are considering DROP entry, please review the “DROP Entry Process”.
If you plan to RETIRE, please continue below:

Within 6 months of retirement:

Contact Retirement Systems for a **RETIREMENT APPLICATION PACKET**. You may request a packet by calling 703-279-8200. The packet will be mailed to your home address.

Request an estimate with your packet so the analyst can verify your retirement information.

How to videos are now available to help with the retirement application forms:

<https://www.fairfaxcounty.gov/retirement/retirement-videos>

Within 1-3 Months of retirement (once all forms are completed):

Return your **completed** retirement forms in person or return by U.S. Mail or email. If you choose to drop them off, please use the lockbox at our front door. Once the application is received an acknowledgement letter is sent to your home.

DROP EXIT arrangements for should be made 60 days or more prior to your retirement (DROP exit) date.

45-60 Days after retirement:

~ **The First Payment Letter and Calculation Worksheet** will be mailed to you within this time frame.
The first payment will be direct deposited to your account, as designated on your application paperwork.

~ **First and Future Payments** will be sent by direct deposit to your financial institution **on the last business day of each month**.

The Retirement Systems will coordinate your transition from active payroll insurance coverage to insurance coverage as a retiree with the Department of Human Resources. You may receive a COBRA letter shortly after retirement regardless of coverage continuation.

Retirement Systems Hours of Operation: Monday-Friday, 8:00am to 4:30pm