

Retirement Checklist

In order to complete your retirement file, you will need to bring the following documents to the Melrose Retirement Board:

- ☐ **Copy of your Letter of Resignation submitted to employer**
- ☐ **Application for Voluntary Superannuation Retirement**
- ☐ **Choice of Retirement Option Form at Retirement**
- ☐ **Direct Deposit Authorization Form (Please attach a voided check)**
- ☐ **Tax Withholding Certificate for Pension or Annuity Payments (Form W-4P)**
- ☐ **Working After Retirement Statement**
- ☐ **Birth Certificate ****
- ☐ **Beneficiary Birth Certificate ****
- ☐ **Marriage Certificate ****
- ☐ **Qualified Domestic Relations Order ****
- ☐ **DD-214 ** (Military Form)**

**** The retirement board staff will make copies of these documents and return to you the originals.**