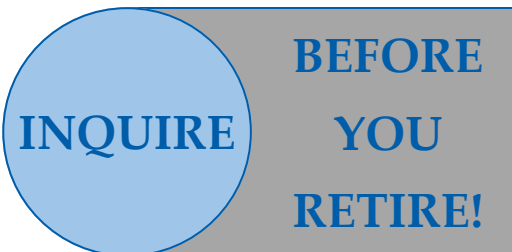


OVERVIEW

Congratulations on getting ready to retire! This brochure will help you understand the process for applying for your retirement annuity (pension) benefits with the Cook County Pension Fund.

We recommend that you submit your retirement application with all required documentation **60-90 days** before your date of resignation. We do not recommend applying any earlier because we cannot finalize your benefits until you receive your final paycheck.



QUESTIONS?

If you have questions about retiring, call or visit our office to speak with a benefits counselor. Our counselors will go through your service and salary records in detail and walk you through various scenarios to consider, including the impact of taxes and health insurance on your pension. Together we can come up with a retirement timeline that works for you.

HOW TO APPLY

1. PLAN AHEAD

It generally takes about **10 weeks** after you receive your final paycheck for your first annuity payment to arrive, and sometimes longer if you are applying under reciprocity with another fund or have a pending QILDRO. For this reason, many employees save vacation time as a “bridge” between their last paycheck and their first pension check. (See your timekeeper about vacation time.)

2. APPLY FOR BENEFITS

We recommend that you visit our office to complete a retirement application, or you can request one by mail. You must provide all required documentation (see checklist) and complete a tax withholding form and designation of beneficiary.

3. RESIGN FROM YOUR JOB

Contact your timekeeper or human resources department to file a resignation date. It is your responsibility to resign from your job. **Applying for your pension with the Fund is not the same as terminating your employee position.** You must terminate employment to be eligible to receive pension benefits from the Fund.

CHECKLIST

Along with completing a retirement application, you will need to provide all of the following that apply:

<input type="checkbox"/>	Copy of your proof of birth (birth certificate, passport, or naturalization certificate)
<input type="checkbox"/>	Copy of spouse's proof of birth (You will need to provide their Social Security number)
<input type="checkbox"/>	Copy of marriage certificate or civil union certificate
<input type="checkbox"/>	Copy of divorce decree
<input type="checkbox"/>	Copy of Social Security Card for yourself and your spouse
<input type="checkbox"/>	Copy of Driver's License or State ID for yourself and your spouse (only if US passport is not provided)

If you are eligible and intend to enroll in the Fund's retiree health benefits program, you will also need to complete a health benefits application and provide all of the following that apply:

<input type="checkbox"/>	Proof of your Medicare Parts A & B enrollment if over 65
<input type="checkbox"/>	Proof of spouse's Medicare Parts A & B enrollment if over 65
<input type="checkbox"/>	Proof of birth for any children you wish to cover
<input type="checkbox"/>	Dependent's Social Security Card (if you are covering them on the insurance)

You will need to know the SSN of all family members.

RECIPROCITY

The Illinois Retirement Reciprocal Act allows you to combine service with more than one public employer when calculating your pension. **If you plan to retire under reciprocity, you must apply for benefits with each reciprocal pension fund separately.** Let each fund know that you have reciprocal service. A list of participating funds is available on our website.

Please note that verifying records with multiple pension funds can result in a longer processing time for reciprocal retirement applications and a longer wait for your first pension payment.

BENEFIT PAYMENTS

Your first pension check will be retroactive to the start date of your annuity and will include any refund amounts you may be due. Thereafter, your payment will be mailed or deposited on the first of every month (or on the next business day if the first of the month falls on a weekend).

We will include a direct deposit enrollment form with your first payment. Direct deposit is the fastest, most secure way to receive your monthly benefit. You will need your account and routing number to sign up.



Important Notice

This brochure is intended to provide general information about the retirement application process. It does not encompass all aspects of the Cook County Pension Fund, nor the laws and regulations that govern it. For more information, we encourage you to visit our website, call or stop by our office to speak with a benefits counselor. To schedule your counselor appointment in advance, please call (312) 603-1200.

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APPLYING FOR YOUR RETIREMENT ANNUITY

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