

How Do I Retire?

Step 1: Contact City of Houston Employee Services to determine Phase-Down Options and choose a retirement date.

Step 2: (Optional) Contact HPOPS to set an appointment to meet with Jaclyn Bell, HPOPS Financial Planner for questions regarding DROP, PLOP, monthly annuity, etc.

Step 3: Contact HPOPS with your last day of employment. HPOPS will prepare your retirement letter for Employee Services and Payroll. If you prefer to complete the retirement process entirely online, go to www.hpops.org and *Request Retirement* from the Benefits tab. Be sure to enter your last day of employment, **not** your first day of retirement.

Step 4: An HPOPS Benefit Specialist will contact you approximately 10 days following your last working day to schedule a retirement appointment. If completing the process online, you will receive an email notifying you when the application is ready.

Step 5: Meet with an HPOPS Benefit Specialist to sign retirement paperwork, or complete online if you requested to retire through the website. This appointment usually lasts 45 minutes. You will need to bring banking information for electronic deposit, wire transfer instructions if rolling DROP funds to an IRA or another qualified plan, tax withholding information and information (SSN, DOB) about your spouse. We also ask that you bring a certified copy or original marriage license if you are married. We will make a copy for our files. This way your spouse won't be burdened with providing the document upon your death.

Step 6: Be patient. You should receive your first monthly annuity payment and DROP Exit Lump Sum (if applicable) four to five weeks following your last working day. Monthly pension payments are deposited the last business day of each month, thereafter.