

Entering DROP Checklist

Employee Name

PFID #

JRO

DROP Entry Date

DROP Application Package

Application for Service Retirement
and the DROP – Optional DP-11

Notice of Election to Participate in the DROP
and Resignation of Employment – Optional DP-ELE

Retired Member and DROP Participant
Beneficiary Designation Form – FST-12

Pension Plan Option Selection – FRS-11o

Spousal Acknowledgment Form – SA-1

Proof of Birth Date – Applicant

Option 3 or 4 Selected?

Proof of Birth Date – Beneficiary

Option 3 Selected Naming Spouse as Joint-Annuitant?

Marriage Certificate

PARs

Submitted PAR to JAC – Reason Code 91 – Start DROP

Submitted Annual Leave PAR to JAC, when applicable. *

**If the employee has elected to rollover all, or a portion of, their annual leave payout to their deferred compensation account, please make note of this in the comments section of the PAR.*

Notes: