

### Ending DROP Retirement - Checklist

Employee Name \_\_\_\_\_ People First ID# \_\_\_\_\_

Agency/Circuit \_\_\_\_\_ DROP Term. Date \_\_\_\_\_

**DROP Retirement Forms Packet**

- |   | <input checked="" type="checkbox"/> | Date  |
|---|-------------------------------------|-------|
| Processed DP-TERM, DROP Termination Form*               | <input type="checkbox"/>            | _____ |
| Processed DP-PAYT, DROP Payout Form*                    | <input type="checkbox"/>            | _____ |
| Faxed to the Division of Retirement or submitted to JAC | <input type="checkbox"/>            | _____ |

\*The DP-TERM and DP-PAYT are not available electronically. The Division of Retirement mails the pre-populated forms directly to the employee's designated address on file.

**Payroll**

- |   | <input checked="" type="checkbox"/> | Date  |
|---|-------------------------------------|-------|
| Submitted Termination PAR to JAC, reason code "56" for "Retirement" | <input type="checkbox"/>            | _____ |
| Submitted PAR to JAC for annual and/or sick leave payout*           | <input type="checkbox"/>            | _____ |

\* Please indicate if the employee has elected to roll over a portion or all of their leave payout to their 457(b) Deferred Compensation account. This can be noted in the Comments Section of the PAR.

**Notes:**