



HOW DO I RETIRE FROM THE CITY OF TAMPA?

1. First, you will need to enter your notice of separation in Oracle (see HOW TO SUBMIT A RESIGNATION guide on the City of Tampa's Human Resources web page here: <https://inet.tampagov.net/document/how-submit-resignation-employee-guide-17088>)

The notice of separation will go to your supervisor for approval, then to Human Resources, and Human Resources will provide the General Employee (GE) Retirement Fund your retirement date with the city.

We will reach out to you to schedule an appointment to meet and complete paperwork for your retirement once your retirement date is confirmed.

NOTE: Be sure that your address, phone numbers and email address is current in Oracle.

2. For your retirement meeting, you will need to bring the following documents with you:
 - Proof of Age (Birth Certificate or Passport)
 - Social Security Card
 - Driver's License or State Issued Photo ID
 - If Married, your Marriage License and the same 3 items above for your spouse
 - If Divorced, Copy of your Divorce Decree
 - If your spouse has pre-deceased you, Copy of Death Certificate
 - Be prepared to provide proof of banking information for your monthly pension deposit; either a **letter from the bank with account number and bank routing number OR a voided check (no starter checks)**.
 - You will be given a Beneficiary Designation form and will need **name, address, phone, date of birth for any beneficiaries** you list. This is to cover your last pension payment upon death. Also, we will offer you the Retiree Life Insurance



plan and, if you decide to take it, you will need this beneficiary information to enroll in that plan.

3. You may elect to receive insurance benefits through the City of Tampa at the retiree cost. Information can be found on the “Insurance Benefits and Deferred Comp Information” document on the GE Retirement Fund page. Details on the Retiree plans here: <https://www.tampa.gov/human-resources/benefits>

- For specific questions on the insurance plans, please contact the Benefits & Wellness Team at (813) 274-5757 or email: benefits@tampagov.net
- Enrollment forms will be made available to you at your retirement meeting.
- If you are 65 and plan to enroll in the city’s Medicare Advantage Plan, bring your **Medicare card** with proof of Parts A & B.

You must be enrolled in Medicare Parts A & B and have proof of coverage to be eligible for the city’s Medicare Advantage Plan.

4. During your appointment, the following forms will be completed and will require your signature:
 - Retirement Application
 - Direct Deposit Form
 - Tax Withholding Certificate
 - Beneficiary Designation Form
 - Insurance Forms if you choose to enroll in any of the city’s retiree insurance plans