

Registrar of Voters Employees' Retirement System

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RE: Retirement Packet

I have enclosed your retirement packet.

1. **Application for Retirement Complete. RETURN TO ME..**
2. **Retiree and Spouse Information. Complete. RETURN TO ME**
3. **Forward a BLANK check.** Write the word VOID across the front of your check. All retirement pensions are now Direct Deposited. This will need to be received before any pension can be remitted. **Complete. RETURN TO ME.**
4. **A W-4** is provided for you to complete for your Federal income tax to be withhold from your pension. Your pension from this system is State Income Tax exempt, therefore you will not have State deductions. **Complete. RETURN TO ME.**
5. **Request for DROP and MSSF money.** How do you want me to disburse your funds? This must be accompanied by a contract from your investor. These are usually called Letter of Acceptance. **Complete. RETURN TO ME.**

A self-addressed envelope is enclosed for your convenience. Please fill out and return your forms as soon as possible.

If you have any questions, please feel free to contact me.

Sincerely,

Lorraine C Dees
Director-R.O.V.E.R.S.