



City of Atlanta

Retirement Checklist

Congratulations on your retirement! The following checklist will help guide you through the process of completing your paperwork for a successful retirement. It is our goal to make this process an easy transition. To continue your benefits as a Retired City of Atlanta Employee, you must follow the steps listed below. After each step is completed, the person(s) completing that phase of the process will sign and date this form. You will then be instructed on where to go for the next step in this process.

EMPLOYEE NAME

ID#

DATE OF RETIREMENT



STEP 1: (3 months before retirement) Contact City of Atlanta Pension Center

Phone (888) 594-0216 or email coapension@sba-inc.com

- Request pension estimate
- Request and complete Retirement Application at least 2 months before retirement. Include:
 - Copy of your birth certificate or other proof of age (driver's license or passport)
 - Copy of your marriage certificate or certificate of domestic partnership
 - Copy of proof of age for your spouse or registered domestic partner
 - Copy of proof of age for your other beneficiaries
 - Voided check or other bank documentation (if you are doing direct deposit)
- Make a copy of your Retirement Application for your records and mail original to:
City of Atlanta Pension Center, 2472 Jett Ferry Road, Suite 400-410, Atlanta, GA 30338



STEP 2: (1 month before retirement) Meet with Departmental HR Representative/Payroll Clerk

- Review the City of Atlanta Retirement Checklist
- Review the City of Atlanta Retirement Clearance Package with employee
- S.A.V.E. Affidavit (HR rep to fax or email copy to City of Atlanta Pension Center)
Fax (866) 201-5033 or email coapension@sba-inc.com
- Complete Payroll Change

PROCESSED BY

DATE

PHONE



STEP 3: Contact the Insurance Division at 404-330-6036

Insurance Exit Interview (required for retiree benefits enrollment)

- Explanation of benefits (Medical & Life Insurance)
- Complete Life Insurance Enrollment Form
- Complete Retiree Health Benefits Enrollment Form

PROCESSED BY

DATE

PHONE

For last names: A-D (Jenelle Bonds) E-K (Joe Brown) L-R (Kimberly Gresham) S-Z (Kokeb Abazenab)