

Retirement Checklist

In order to complete your retirement file, you will need to bring the following documents to the Melrose Retirement Board:

- Copy of your Letter of Resignation submitted to employer
- Application for Voluntary Superannuation Retirement
- Choice of Retirement Option Form at Retirement
- Direct Deposit Authorization Form
- Tax Withholding Certificate for Pension or Annuity Payments (Form W-4P)
- Birth Certificate **
- Beneficiary Birth Certificate **
- Marriage Certificate **
- Qualified Domestic Relations Order **
- DD-214 ** (Military Form)

*** The retirement board staff will make copies of these documents and return to you the originals.*