



# EMPLOYMENT TERMINATION FORM



To receive an Investment Plan distribution, employers must submit a member's termination date to the Division of Retirement either on the monthly retirement report or via FRS Online. On an exception only basis, this form can be used to verify a member's termination date. Do **not** submit this form any earlier than the 15<sup>th</sup> of the month prior to a member's distribution eligibility date, and if **any** of the following apply:

- You can submit the termination date timely on the monthly retirement report or via FRS Online;
- Member has not terminated ALL Florida Retirement System (FRS) employment (including temporary, part-time, adjunct, or OPS position regardless of FRS eligibility) with all FRS participating employers; or
- Member is continuing employment with your agency in any capacity (including temporary employment, OPS, etc.).

Under Florida law, a member may not receive benefits under the Investment Plan unless the member has been terminated from **all** employment with all FRS employers for three (3) calendar months. The only exception to this 3 calendar month period is if the member meets the Investment Plan's normal retirement requirements, in which case, the member may be eligible to receive a one-time distribution of up to 10% of their account balance after being terminated from all employment with all FRS employers for 1 complete calendar month and the remaining balance after a total of 3 calendar months.

If you have any questions, please call the Employer Assistance Line, toll-free at 1-866-377-2121, Option 3.

### CERTIFICATION OF TERMINATION BY FRS AGENCY

**The following information below MUST be completed and signed by the authorized employer signatory. If the person signing this form is not the authorized employer signatory, the termination date will not be processed. Unverified electronic signatures will not be processed.**

By completing this form, I hereby certify that the below member has terminated employment with this agency.

Last Four SSN:	Last Name	First Name	MI	Birth Date
Date of Termination	Agency Name	Agency Number		

\_\_\_\_\_  
Please Print: Name of authorized employer signatory

\_\_\_\_\_  
Signature (Authorized Employer Signatory)

\_\_\_\_\_  
Email Address of authorized signatory

(\_\_\_\_\_)\_\_\_\_\_  
Telephone Number of authorized signatory

\_\_\_\_\_  
Date

Mail to:  
FRS Investment Plan Administrator  
PO Box 785027  
Orlando, FL 32878-5027

OR

FAX to:  
1-888-310-5559  
Attn: FRS Investment Plan Administrator  
**DO NOT MAIL HARD COPY IF FAXING**

**Note:** This form will NOT initiate a distribution. Any FRS employer who hires any retired FRS member (Pension Plan or Investment Plan) in violation of the reemployment after retirement provisions will be held jointly and severally liable for reimbursement of any FRS benefits paid.