

**THE RETIREMENT BOARD
of the
FIREMEN'S ANNUITY AND BENEFIT FUND
OF CHICAGO**

**20 S. Clark Street, Suite 300
(312) 726-5823
(800) 782-7425**

**Chicago, IL 60603-1899
Fax (312) 726-2316
www.fabf.org**

ELECTED TRUSTEES

**DANIEL A. FORTUNA, Annuitant Trustee, President
ZACHARY PENTEK, Active Trustee, Secretary
JOE SENORSKI, Active Trustee
MICHAEL FLISK, Active Trustee**



EX-OFFICIO TRUSTEES

**City Clerk, Vice-President, ANNA VALENCIA
City Treasurer, MELISSA CONYEARS-ERVIN
City Comptroller, MICHAEL BELSKY
Deputy Fire Commissioner, BRANDON KELLER**

WHAT TO EXPECT FROM THE RETIREMENT PROCESS

REQUEST AN ESTIMATE FROM THE FUND – RECOMMENDED 3 TO 6 MONTHS PRIOR TO RETIREMENT

- Request an estimate at benefits@fabf.org
- The estimates we provide are gross amounts (before deductions i.e. Fed Tax, Union Dues, Credit Union, Charitable)
- Estimates are based on specific anticipated date(s) of retirement
- Prepared based on the current rank, grade, contract, and the provisions of the law as it exists today (ILCS 40 Act 5 Article VI)
- May want to bring estimate to tax preparer or financial planner
 - Subject to Federal Tax
 - May be subject to State Tax depending on State (not currently in Illinois)
- There is also a benefits estimator available on the Fund's website at fabf.org.

PROCEDURE TO FORMALLY RETIRE

- Contact the Chicago Fire Department Personnel division at (312) 745-5310 for appointment to complete all necessary paperwork for resignation (if active or part of the healthcare incentive program)
- Contact Fund office at (312) 726-5823 for appointment to complete application for retirement benefits
- Items to Bring
 - "End of Employment Form" provided by the Chicago Fire Department Personnel at the time of resignation (if active or part of the healthcare incentive program)
 - Any Certificates not already on file with the Fund
 - Employee's Birth Certificate
 - Spouse or Civil Union Partner's Birth Certificate
 - Marriage or Civil Union Certificate
 - All Prior Marriage Termination Documentation (Divorce Decree or Death Certificate)
 - Spouse's Prior Marriage Terminations (Divorce Decree or Death Certificate)
 - Children's Birth Certificate (if under 18 or handicapped)
- The Board reviews and approves all applications during the regularly scheduled Board meetings (generally the third Wednesday of each month)
 - Applications for retirement are typically reviewed and approved by the Board the month after a participant's 8 a.m. retirement date (same month if retiring off disability)
 - A participant's first check is dated the last business day of the month after it is approved by the Board
 - May want to anticipate cash flow needs (possible lag in last check from CFD and first check from FABF)
 - 1st Check is always a physical check subsequent payments are required to be direct deposit
- Members retiring from duty or occupational disability status should work directly with the Fund to complete the required application – there is no need to file resignation paperwork with the City.

KEEP US UPDATED OF ANY CHANGE IN FAMILY STATUS (EVEN IN RETIREMENT)

- Provide and confirm Social Security Numbers for any eligible dependents or beneficiaries
- Bank routing number & voided check for direct deposit if accounts have changed
- Information to fill out W4-P – tax withholding form (can change at any time)
- Must maintain the current address and contact information with the Fund Office (certification required every two years)