

Section 5 explains The Deferred Retirement Option Plan (DROP) and the employer's role in the DROP process. The member should contact FPPA 90 days prior to the date they plan to enter DROP so we can review the DROP process and service records with the member.

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A. FPPA Pension Plans that Offer DROP

The following pension plans administered by FPPA offer the DROP provision:

SWDB

Statewide Defined Benefit Plan

SWH

Statewide Hybrid Plan – Defined Benefit and Money Purchase Component

SWDB-SS

Statewide Defined Benefit Plan - Supplemental Social Security Component

CoSprgs Police

Colorado Springs New Hire Pension Plan – Police Components

CoSprgs Fire

Colorado Springs New Hire Pension Plan – Fire Components

B. Eligibility for DROP

For members in the SWDB Plan, the SWH Plan or the SWDB – SS Plan, a member must meet one of the following criteria:

SWDB

- be eligible for normal retirement (at least 25 years of service and age 55 or Rule of 80 in SWDB or SWDB-SS), or

SWH

- be vested (at least 5 years of service and age 55), or

SWDB-SS

- be eligible for early retirement (at least 30 years of service or age 50)

CoSprgs Police

For members in the CSNHPP – Police Component, the member must be eligible for normal retirement (at least 25 years of service and age 50).

CoSprgs Fire

For members in the CSNHPP – Fire Component, the member must meet one of the following criteria:

- Be eligible for normal retirement (at least 25 years of service and age 55)
- Be at least age 50, and the sum of the member's age and the years of service equal at least 75.

C. Explanation of DROP

Instead of terminating employment and receiving retirement benefits, a member could elect to participate in DROP and continue employment for a specified period of time, not to exceed five years. When a member enters DROP, their retirement benefits are calculated and the member does not accrue additional service credits during participation in DROP.

A written agreement (DROP Participation Agreement) between the member and employer is required. The DROP Participation Agreement specifies the date the member requests to enter DROP. The member may continue employment for a maximum of five years from this date, but may terminate employment earlier if they wish.

While participating in DROP:

- the member’s monthly retirement benefits are paid into the DROP account
- the member’s pension contributions are paid into the DROP account, instead of the pension plan
- the employer’s pension contribution stops on the date the member enters DROP
- there are no further contributions made to a member’s SRA, if applicable

At the end of DROP, the member terminates employment, the pension benefit is now paid directly to the member and the member may receive the amount accumulated in the DROP account.

D. At a Glance - The Employer’s Role in DROP

When A Member Enters DROP	
FORMS	EMPLOYER’S ROLE
<i>Retirement Application</i> *	Complete and Sign the Employer Section
<i>Election to Participate in the DROP and Resignation from Employment (DROP Participation Agreement)</i> *	Signed by the Employer
Once A Member Begins DROP	
The employer reports the member contributions in a separate account so that earnings/losses can be posted accordingly by FPPA/Fidelity	
The employer’s pension contribution stops on the date the member enters DROP	
When A Member Exits DROP	
FORMS	EMPLOYER’S ROLE
<i>Termination of DROP Participation</i> *	Signed by the Employer

* There are plan specific forms for the FPPA Defined Benefits System, and the Colorado Springs New Hire Pension Plan Police and Fire Components.

E. Explanation of Forms

1 Retirement Application

For members in the SWDB Plan, the SWH Plan or the SWDB – SS Plan use

FPPA Defined Benefit System Retirement Application

- SWDB
- SWH
- SWDB-SS

FPPA Fire & Police Pension Association of Colorado	Colorado Springs 1401 East 14th St. # 4 Colorado Springs, CO 80909 Phone: (719) 520-3700 Fax: (719) 520-3700 Website: www.fppa.org	Return completed form to: FPPA 5500 West Parkway Suite 100 Colorado Springs, CO 80939 Phone: (719) 520-3700 Fax: (719) 520-3700
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FPPA Defined Benefit System Retirement Application

Use this form to apply for retirement under the FPPA Defined Benefit System including:

- Standard Defined Benefit (SDB) Plan
- Standard Hybrid (SH) Plan - Defined Benefit Component

For an application of your retirement benefits, refer to our website at www.fppa.org/benefits/2022. If you have any questions, contact an FPPA Benefit Administrator using the contact information listed below.

Complete this Retirement Application approximately 45 days prior to retirement, or upon completion of your last day of work under the Defined Benefit Option Plan (DROP). It is due prior to retiring and participation in the DROP along with the DROP Agreement.

Copy of the following documents must be provided with this application for www.fppa.org/benefits/2022 if applicable:

- ✓ Spouse Waiver
- ✓ Birth Certificate
- ✓ Marriage License or Civil Union Certificate (if applicable)

When filing retirement data, or a DROP entry data, consider all your options, including:

- 1) The calculation of your average three highest annual salary (AH3AS) years.
- 2) Your retirement benefit for your average three highest annual salary (AH3AS) years without a break in service above that year to be considered as one of your highest salary years.
- 3) **Retiree Service Credit:** To earn service credit for your final pay period, you must work at least 50% of the pay period.
- 4) **Are you entering the DROP?** If you choose to participate in the DROP you enter in the plan however you continue working with your employer for a maximum of five years. Your monthly pension benefit, along with your member contribution, are deposited into a member defined benefit account (member defined benefit (MDB) account) for the duration of the DROP. At the end of the DROP, you will receive a lump sum payment of your member defined benefit account. Entering the DROP the entry date must be the beginning of a pay period.
- 5) **Are you NOT entering the DROP, then do you want to begin payment right away?** If you choose to participate in the DROP you enter in the plan however you continue working with your employer for a maximum of five years. Your monthly pension benefit, along with your member contribution, are deposited into a member defined benefit account (member defined benefit (MDB) account) for the duration of the DROP. At the end of the DROP, you will receive a lump sum payment of your member defined benefit account. Entering the DROP the entry date must be the beginning of a pay period.
- 6) **Early Retirement is available to a member between the ages of 50 through 54.** The benefit of your account will be reduced on an actuarial equivalent basis to reflect the average of your benefit prior to Normal Retirement.
- 7) **Normal Retirement is available for members when they are age 55 and have at least 25 years of service.** Members of the Standard Defined Benefit Plan may apply for normal retirement at age 55 with 25 years of service. The benefit of your account will be reduced on an actuarial equivalent basis to reflect the average of your benefit prior to Normal Retirement.
- 8) **Retirement is available for members age 55 and older, who have at least 10 years of service.**

Log in to the Member Account Portal (MAP) or contact an FPPA Benefit Administrator using information at the top of this form to compare your options.

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For members in the Colorado Springs New Hire Plan - Police & Fire Component use the

Colorado Springs New Hire Plan - Fire & Police Component Retirement Application

- CoSprgs Police
- CoSprgs Fire

FPPA Fire & Police Pension Association of Colorado	Colorado Springs 1401 East 14th St. # 4 Colorado Springs, CO 80909 Phone: (719) 520-3700 Fax: (719) 520-3700 Website: www.fppa.org	Return completed form to: FPPA 5500 West Parkway Suite 100 Colorado Springs, CO 80939 Phone: (719) 520-3700 Fax: (719) 520-3700
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Colorado Springs New Hire Plan Fire & Police Components Retirement Application

Use this form to apply for retirement under the Colorado Springs New Hire Plan (CSNHP).

For an application of your retirement benefits, refer to our website at www.fppa.org/benefits/2022. If you have any questions, contact an FPPA Benefit Administrator using the contact information listed below.

Complete this Retirement Application approximately 45 days prior to retirement, or upon completion of your last day of work under the Defined Benefit Option Plan (DROP). It is due prior to retiring and participation in the DROP along with the DROP Agreement.

Copy of the following documents must be provided with this application for www.fppa.org/benefits/2022 if applicable:

- ✓ Spouse Waiver
- ✓ Birth Certificate
- ✓ Marriage License or Civil Union Certificate (if applicable)

When filing retirement data, or a DROP entry data, consider all your options, including:

- 1) The calculation of your final average salary (FAS).
- 2) Your retirement benefit for your average three highest annual salary (AH3AS) years without a break in service above that year to be considered as one of your highest salary years.
- 3) **Retiree Service Credit:** To earn service credit for your final pay period, you must work at least 50% of the pay period.
- 4) **Are you entering the DROP?** If you choose to participate in the DROP you enter in the plan however you continue working with your employer for a maximum of five years. Your monthly pension benefit, along with your member contribution, are deposited into a member defined benefit account (member defined benefit (MDB) account) for the duration of the DROP. At the end of the DROP, you will receive a lump sum payment of your member defined benefit account. Entering the DROP the entry date must be the beginning of a pay period.
- 5) **Are you NOT entering the DROP, then do you want to begin payment right away?** If you choose to participate in the DROP you enter in the plan however you continue working with your employer for a maximum of five years. Your monthly pension benefit, along with your member contribution, are deposited into a member defined benefit account (member defined benefit (MDB) account) for the duration of the DROP. At the end of the DROP, you will receive a lump sum payment of your member defined benefit account. Entering the DROP the entry date must be the beginning of a pay period.
- 6) **Early Retirement is available to a member between the ages of 50 through 54.** The benefit of your account will be reduced on an actuarial equivalent basis to reflect the average of your benefit prior to Normal Retirement.
- 7) **Normal Retirement is available for members when they are age 55 and have at least 25 years of service.** Members of the Standard Defined Benefit Plan may apply for normal retirement at age 55 with 25 years of service. The benefit of your account will be reduced on an actuarial equivalent basis to reflect the average of your benefit prior to Normal Retirement.
- 8) **Retirement is available for members age 55 and older, who have at least 10 years of service.**

Log in to the Member Account Portal (MAP) or contact an FPPA Benefit Administrator using information at the top of this form to compare your options.

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This is the form the member will use to apply for retirement and indicate that they plan to enter DROP.

This form is to be completed and signed by both the member and the employer. The entire application and documentation must then be submitted to FPPA for approval. If the member had multiple concurrent employers, each employer must complete the employer section of the application.

The application is available from either FPPA's office or website. It is important that the member contact FPPA directly before completing the application so we can review the retirement process and service records with the member.

2 Irrevocable Election to Participate in the Deferred Retirement Option Plan (DROP) and Resignation from Employment (DROP Participation Agreement)

This is an agreement between the member and the employer for the member to participate in DROP.

The agreement must be completed by the member and signed by both the member and the employer prior to submission to FPPA for approval. By signing this agreement, the member acknowledges that the duration of DROP is a maximum of five years. The member and the employer also state the agreed upon effective date to enter DROP.

When signing this agreement, the member is also acknowledging that they have been advised in writing and have had ample opportunity to seek independent legal and other professional counsel.

F. Processing DROP Forms

The completed and signed DROP Participation Agreement is submitted to FPPA along with the FPPA Defined Benefit System Retirement Application.

FPPA will process the application and calculate the member's retirement benefit and payment options. Once the application is approved, FPPA will send written notice of the approval to both the member and the employer.

In addition, the member will also receive the FPPA Defined Benefit System Retirement Payment Option Form. On this form, the member chooses their retirement pension Payment Option. Once completed, the member returns this form to FPPA. This election will determine the pension amount deposited into the member's DROP account each month.

Once a member begins DROP, the employer reports the member contributions in a separate account so that earnings/losses can be posted accordingly by FPPA/Fidelity.

Employer contributions will cease on the same DROP entry date.

G. The Date a Member Enters DROP is an Important Consideration

The date the member enters DROP will be designated on the retirement application and the DROP Participation Agreement Form. As the employer, it is important to consider the date the member begins DROP, especially if it falls in the middle of a payroll cycle. If the DROP date does fall in the middle of a payroll cycle, can your payroll system account for a pro-rata split in the member contributions? If for any reason it cannot split the contribution, please advise your members of any limitations within your department regarding the effective date of entering DROP. You must report the contributions properly to FPPA via the FPPA Employer Portal.

The following is an example concerning the date of entry into DROP:

Assume the member considers entering DROP on the 25th of the month. Your payroll cycle runs from the 17th through the 30th. Is your payroll system capable of splitting the member contribution for 8 days of participation in the plan with the remainder going into DROP?

Let's continue our example above where the member elects to begin DROP on June 25th and assume that FPPA receives the member's FPPA Defined Benefit System Retirement Payment Option Form after the June payroll deadline, June 10th. The member contribution will be transmitted to the DROP account after the employer submits the contribution to FPPA. However, the pension contribution will be transmitted to the DROP account on the next payroll cycle, which would be July 21st, in this example.

The DROP account shall accrue a fund balance (from the retirement pension and member contribution) effective the date the member elected to enter DROP. However, earnings/losses cannot begin to accrue on that balance or be posted to that account until the DROP funds are actually received into the account.

H. When a Member Terminates Employment and Exits DROP

The member should complete the Termination of DROP Participation application approximately 30 days prior to terminating employment.

Applications specific to the plan can be found at fppaco.org/forms-active.html

The application must be signed by both the member and the employer.

IMPORTANT

The termination date cannot exceed five years from the “Effective date to enter DROP” on the DROP Participation Agreement, even if it is the middle of the pay period.

This form, along with the employer payroll reporting, notifies FPPA that the member is no longer an active member and is therefore eligible to take distribution of their retirement pension, DROP, SRA, Money Purchase Component, and 457 Deferred Compensation funds, if applicable.

All other forms and information necessary for the member to exit DROP and begin receiving benefits are included in the application link.

Distributions will be made according to the retired member’s elections and within the regular payroll cycles and deadlines established by FPPA and Fidelity, whichever is applicable.

If you have any questions related to this process, please call **FPPA at (303) 770-3772 or (800) 332-3772**.

This document is intended to be a plain language overview of FPPA administered plans and procedures. It should be used in conjunction with the applicable FPPA Rules and Regulations, plan documents and the Colorado Revised Statutes. Alone, this guide can only be considered a summary and not a comprehensive reference to retirement, disability and survivor benefits provided by FPPA. This plain language document is intended for informational purposes only. Official interpretations or determinations are based upon the applicable plan documents, the Colorado Revised Statutes, and FPPA Rules and Regulations that govern the plan.