

Section 6 describes the employer’s role when a member retires from a plan administered by FPPA. Certain forms require the employer to provide information and a signature. The member should contact FPPA 60 days prior to their projected retirement date. FPPA will supply the member with the necessary paperwork and information to complete the process. The member or the employer will submit the completed paperwork to FPPA for approval.

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A. At a Glance – The employer’s role in completing retirement plan paperwork for FPPA

Some of the retirement plans administered by FPPA require the employer to complete and/or sign the retirement application. Below is a quick guide for the employer’s role in retirement application processing for the various plans:

Retirement Plan	Employer’s Role
SWDB Statewide Defined Benefit Plan (SWDB)	Complete and sign the Employer Section of the <i>FPPA Defined Benefit System Retirement Application</i>
SWH Statewide Hybrid Plan – Defined Benefit & Money Purchase Component (SWH)	Complete and sign the Employer Section of the <i>FPPA Defined Benefit System Retirement Application</i>
SWDB-SS Statewide Defined Benefit Plan: Social Security Supplemental Component (SWDB - SS)	Complete and sign the Employer Section of the <i>FPPA Defined Benefit System Retirement Application</i>
CoSprgs Police Colorado Springs New Hire Pension Plan: Police Component (CSNHPP - Police)	Complete and sign the Employer Section of the <i>Colorado Springs New Hire Plan - Fire & Police Components Retirement Application</i>
CoSprgs Fire Colorado Springs New Hire Pension Plan: Fire Component (CSNHPP - Fire)	Complete and sign the Employer Section of the <i>Colorado Springs New Hire Plan - Fire & Police Components Retirement Application</i>
SWH-MP Only Statewide Hybrid Plan - Money Purchase Only (SWH - MP Only)	There are no forms for employers to complete or sign.
SWMP Statewide Money Purchase Plan (SWMP)	There are no forms for employers to complete or sign.
457 DC FPPA ‘Multi-Employer’ 457 Deferred Compensation Plan (457 DC)	There are no forms for employers to complete or sign.

B. The employer’s role for member retirements from one of the following Defined Benefit Plans:

- **Statewide Defined Benefit Plan (SWDB)**
- **Statewide Hybrid Plan - Defined Benefit & Money Purchase Component (SWH), or**
- **Statewide Defined Benefit Plan - Social Security Supplemental Component (SWDB - SS)**

The employer’s role is to complete and sign the Employer Section of the FPPA Defined Benefit System Retirement Application. If the member had multiple concurrent employers, each employer must complete the Employer Section of the application. The member or employer will submit the application to FPPA for approval. The application is available from either FPPA’s office or website at <https://fppaco.org/forms-active.html>

FPPA strongly encourages members to contact FPPA before deciding on a retirement date and submitting the retirement application so we can review the retirement process and service records with the member.

C. The employer's role for member retirements from the Colorado Springs New Hire Pension Plan – Police or Fire Component (CSNHPP)

The employer's role is to complete and sign the Employer Section of the Colorado Springs New Hire Plan Retirement Application. The member or employer will submit the application to FPPA for approval. The application is available from either FPPA's office or website <https://fppaco.org/forms-active-CS.html>

FPPA strongly encourages members to contact FPPA before deciding on a retirement date and submitting the retirement application so we can review the retirement process and service records with the member.

D. The employer's Role when a member retires from one of the following ... Money Purchase Plans:

- **Statewide Hybrid Plan – Money Purchase Component Only, or**
- **Statewide Money Purchase Plan**

There are no FPPA forms for the employer to complete when members retire from these two pension plans.

The member should contact FPPA and Fidelity prior to retirement to discuss distribution options. The member's vested aggregate account balance under the SWH – MP Plan or the SWMP Plan will become eligible for distribution from Fidelity Investments upon the member's retirement.

Distribution can occur upon receipt of the member's final pension contributions.

E. The employer's role for members who have an FPPA 'Multi-Employer' 457 Deferred Compensation Account (457 DC) and retire:

There are no FPPA forms for the employer to complete when a member retires with an FPPA 457 DC account.

The member should contact FPPA and Fidelity when they retire. The member's account balance in their FPPA 457 DC account will become eligible for distribution upon the member's retirement or termination of service. Distributions can occur upon receipt of the members' final pension contributions.

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.