



MONTGOMERY COUNTY EMPLOYEE RETIREMENT PLANS

DROP FORMS – Instructions (Group E)

1. **Retirement Application** – select your pension payment option. Note that this is a one-time irrevocable election. You must also provide:

- Proof of Age (i.e. **Copy** of State certified birth certificate, Passport or DD-214 (military discharge) form)

IF electing a Joint and Survivor Annuitant Option

- Proof of your spouse's age (i.e. **Copy** of State certified birth certificate, Passport or DD214 (military discharge) form)
- Copy of your joint annuitant's Social Security card.
- Copy** of Official State Marriage Certificate certified by appropriate State or County official (e.g. signed by Clerk of the Court).

NOTE: Marriage certificates signed by the official that performed the ceremony (e.g. minister/clergy) will not be accepted.

2. **DROP Entry Forms** – Please read disclosure carefully

- Complete the effective date you are entering DROP. This date should be the 1st of the month and should be the same date that was entered on the Retirement Application.
- Select the distribution option for the DROP account when you exit DROP.