



CITY OF ATLANTA

GENERAL EMPLOYEES' PENSION FUND

Fund Office: Zenith American Solutions , Peachtree Center, Suite 1460, 225 Peachtree Street, NE, Atlanta, GA 30303
Phone: (404) 525-4191 / Fax: (404) 525-4190

PENSION CLEARANCE FORM

Please return completed form to the Fund Office at the above address.

- Board Of Education
 General Employees

I. THIS SECTION TO BE COMPLETED BY EMPLOYEE		
Name of Employee _____	Social Security Number _____	Classification _____
School/Department _____	Principal/Department Head _____	
<i>As a prerequisite to filing for a pension, I certify that the above information is true and correct to the best of my knowledge. If any changes occur after submitting this form. I will notify the Fund Administrator immediately.</i>		
Home Telephone _____	Date _____	Signature _____
(Street, Apt.#)		
(City, State, Zip Code)		
<i>(Proof of age – BIRTH CERTIFICATE – must be attached to this form.) Forward this form to the Fund Administrator at the above address.</i>		

II. THIS SECTION TO BE COMPLETED BY THE DEPARTMENT PAYROLL REPRESENTATIVE	
This employee has officially notified the Human Resources Department of plans to retire.	
The employee's last day of duty will be _____	
The employee will remain on the payroll through the end of the day _____	
Date _____	Human Resources Department Rep w/ contact number _____

III. THIS SECTION TO BE COMPLETED BY THE DEPARTMENT PAYROLL REPRESENTATIVE		
Final Monthly Rate of Pay	\$ _____	
Pension Plan _____	Employee Type _____	Daily Rate _____
TOTALS TO DATE FOR THE YEAR _____ THROUGH PAY PERIOD ENDING _____		
Gross Pay \$ _____		
Pension Paid:	Current \$ _____	Military Back \$ _____
	Regular Back \$ _____	62/64 Back \$ _____
Owes 1978 Back Pension \$ _____ @ _____		
ACCUMULATED LEAVE BALANCE:		
	Sick Leave _____	Paid \$ _____
	Annual/Vacation Leave _____	Paid \$ _____
	Unused Sick Leave _____	Hours _____
The above totals include all monies to be paid to the above employee.		
Date _____	Department Payroll Representative _____	Telephone Number _____