

Step 1-Paperwork that will need to be completed for your retirement.

- FRS Pension Plan Service Retirement Paperwork to be completed online with FRS at www.frs.fl.gov
 - FR-11- Application to retire from FRS
 - FR-11o- Option Selection
 - SA-1 Spousal Acknowledgment Form
 - Proof of Birth- DL with goldstar, active passport or birth certificate
 - If selecting option 3 or 4, then must have spouse's proof of birth and marriage certificate.
 - HIS- 1-Health Insurance Subsidy Form(free money from FRS)
 - W4-P- taxes on your monthly pension check
 - Direct Deposit Setup for monthly pension check
- FRS Drop Retirement Paperwork to be completed
 - DP-Term-Drop Termination Notification
 - DP-Payt- Drop Fund Selected Payout Method
 - HIS- 1-Health Insurance Subsidy Form(free money from FRS) [Click here for form](#)
 - W4-P- taxes on your monthly pension check to be completed online with FRS the month you get your first pension check at www.frs.fl.gov
 - Direct Deposit Setup for monthly pension check online at www.frs.fl.gov
- FRS Investment Plan Retirement Paperwork
 - FRS Termination GuideBook on Distribution options and timeframe [Click here for guidebook](#)
 - HIS-IP- Health Insurance Subsidy Form(free money from FRS) [Click here for form](#)
 - Must have 6 years or 8 years total in the Investment and be of age 62 or 30 years of service if you started before July 2011 or age 65 or 33 years of service if you started after July 2011 to qualify for this free money.
 - Proof of Birth- DL with goldstar, active passport or birth certificate
- VCS
 - Notice of Employment Separation Form, [click here for form](#) Once completed, please send to HR at vcshr@volusia.k12.fl.us
 - Terminal Leave Payout Form, [click here for form](#) Once completed, please send to Payroll at payroll@volusia.k12.fl.us
 - Retiree Benefits Guide Book(Optional) [click here for guide book](#)

Step 1A-Paperwork that will need to be completed for your Drop Enrollment to be completed online with FRS at www.frs.fl.gov

- DP-11-Application for Service Retirement and Drop
- DP-ELE- Notice of Election to Participate in Drop
- FRS-11o- Option Selection
- FST-12- Beneficiary Form
- SA-1- Spousal Acknowledgment Form
 - Proof of Birth- DL with goldstar, active passport or birth certificate
 - If selecting option 3 or 4, then must have spouse's proof of birth and marriage certificate.
- VCS Request for Leave Payment when entering Drop [click here for form](#) Once completed, please send to Payroll at payroll@volusia.k12.fl.us

Step 2- Set up online account with FRS

- Pension Plan/Drop-www.frs.fl.gov
 - Run retirement estimates
 - View Drop estimates
 - Apply for retirement and Drop
 - Set up direct deposit for monthly pension checks after you retire
 - View tax documents after your retirement
- Investment Plan- www.myfrs.com
 - View current lump sum amounts
 - Request distributions after retirement

Step 3- Start researching retiree medical, dental and vision options

- VCS offers retiree insurance
- Marketplace/Obama Care Insurance
- Medicare if of age 65

Step 4- Set up Social Security Account

- www.ssa.gov
 - Run different retirement estimates
 - Can collect as early as age 62