

## **RETIREMENT**

Employees need to submit the Retirement application to HR 120 days prior to the scheduled retirement date. All Retirement applications need to be submitted directly to HR. Do not send these forms to the Retirement System, as they will be returned to Commerce (and that delays processing). Please visit the Retirement Systems website to access the Form 6, Claiming Your Monthly Retirement Benefit:

<http://www.nctreasurer.com/DSTHome/RetirementSystems/Retirement+Application+Forms.htm>

**NOTE: \*\*The effective date of retirement is NOT confidential\*\***

Applications should include a copy of employee's resignation letter, projected timesheets, and Division Personnel Representative need to submit a PAR to Human Resources Office. This guideline is considered an overview of internal procedures within the Department of Commerce.

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