



The Retirement Process

- 1** **The employee decides to possibly retire or enter the DROP**
Start the process 2-3 months prior to the potential retirement date (if possible)
- 2** **The employee completes the Calculation Request Form**
(<https://lf-forms.washco-md.net/Forms/retire>)
- 3** **The Retirement Coordinator uses the Calculation Request Form to assemble information to submit to the Actuary**
- 4** **The Actuary responds with the official form outlining all possible options**
(Timeframe for Return: 2-4 weeks)
- 5** **The Retirement Coordinator provides the calculations and relevant information to the Employee for review**
- 6** **The Employee meets with the Retirement Coordinator to go over the information and finalize their retirement or DROP entry**
- 7** **The Retirement Coordinator provides the paperwork to the Bank to start the monthly retirement payments**
(Timeframe: 2-week processing time required)