



**Watertown Contributory Retirement System**  
**RETIREMENT APPLICATION & PROCEDURES**  
**PLEASE REVIEW CAREFULLY**

Enclosed you will find the required paperwork to be filed with the office of the Watertown Retirement Board prior to the date of your retirement. *(Not more than 4 months prior to but at least 30 days in advance if possible.)*

- **APPLICATION FOR VOLUNTARY SUPERANNUATION RETIREMENT:**

Indicate your retirement date as your last date of employment.

Your retirement benefits will become **effective the following day**.

- **ESTIMATED RETIREMENT CALCULATION.**

- **CHOICE OF RETIREMENT OPTION FORM:**

It is essential that you fully understand all of your retirement options. Please consult the retirement board staff for a complete explanation of retirement benefits before making your option selection.

**IMPORTANT:** If Option C is elected, a copy of your designated beneficiary's Birth Certificate must be provided. If your spouse has been designated as the Option (C) Beneficiary, a copy of your Certificate of Marriage is required as well.

**IF YOU ARE MARRIED**, no option election will become valid until the "Spousal Acknowledgment" portion of this form is properly completed, signed, and witnessed, or all spousal notification requirements, as outlined in this portion of the form have been met.

**IF YOU ARE DIVORCED**, you are required to obtain and file with the Watertown Retirement Board an attested copy of your Judgment of Divorce.

- **MARITAL STATUS AFFIDAVIT**

This Affidavit must be completed, signed and witnessed regardless of marital status.

- **UNABLE TO LOCATE MEMBERSHIP CERTIFICATE FORM:**

If at all possible, please return the Membership Certificate issued to you when you first became a member of the Watertown Retirement System.

If you are unable to locate the certificate at this time, please sign and return this form.

- **SUBSTITUTE FEDERAL TAX FORM #W-4P**

- **MASS STATE WITHHOLDING FORM M4-P (with Instructions)**

- **REQUEST FOR DIRECT DEPOSIT OF MONTHLY PENSION CHECK**  
(DIRECT DEPOSIT IS REQUIRED ON ALL RETIREMENTS)

- **PUBLIC SERVICE RE-EMPLOYMENT LIMITATIONS**

It is important to become familiar with the earning limitations on post retirement public sector employment.

- **KEY ADDRESS AND PHONE NUMBER LISTING**

- **I've Filed My Papers.....What Happens Now??????**