

# What Do I Need to Do to Retire?

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## DROP Enrollment

DROP is a retirement option for Pension Plan members that allows you to retire from the FRS (once first eligible to do so) and begin accumulating your retirement benefits without terminating employment with Orange County Government. While participating in DROP, your monthly retirement benefits accumulate in the FRS Trust Fund, earning tax-deferred interest while you continue to work and earn your normal wages, but without earning additional FRS service credit for retirement.

Please follow these steps to enroll in DROP:

1. Learn more about entering DROP:
  - ✓ Review the many DROP resources available at myFRS.com  
[Deferred Retirement Option Program \(DROP\) / Active Members / Retirement / Workforce Operations - Florida Department of Management Services \(myflorida.com\)](#)
  - ✓ Take advantage of FREE Financial Planning and Counseling  
([http://www.myfrs.com/portal/server.pt/community/financial\\_planning\\_counseling/249](http://www.myfrs.com/portal/server.pt/community/financial_planning_counseling/249))
  - ✓ Watch the FRS Pension video for DROP Information  
(<https://www.myfrs.com/Videos/Understanding%20Your%20Benefits%20Under%20the%20Pension%20Plan.mp4>)
  - ✓ Read the FRS DROP Guide  
<https://frs.fl.gov/forms/DROP-Guide.pdf>
  - ✓ Review the Orange County Guide to Retirement Benefits 2025 Retiree Benefits Handbook

Once you have decided that you want to enroll in the DROP program contact FRS to confirm your eligibility/enrollment date and request your DROP calculations/estimates. If you are married you will need to request your calculations for Options 1-4, otherwise, you will need them for Options 1-2. Please call FRS as soon as possible as they can take 4-6 weeks to produce your calculations.

**(1-844-377-1888 Option 4** or send an email to [retirement@dms.myflorida.com](mailto:retirement@dms.myflorida.com))

2. Decide how many hours of leave time you will be selling, if any, when you enter DROP. You can sell up to 500 earned hours. This leave payout will be a lump sum amount paid to you in a future paycheck and will be included in your FRS benefit. Contact Vanguard Financial Planning Services at **800-310-8952** with any questions about the tax implications of selling your leave time. Contact Payroll at **407-836-9680** with questions concerning the timing of your leave payout. If you would like to know how selling your hours will impact your FRS Benefit Calculation you can ask FRS to provide you with an additional estimate that includes the hours that you are thinking of selling. You will need to provide FRS with the number of hours that you are thinking about selling and your hourly rate of pay.

3. If you wish to change your Deferred Compensation 457(b) Plan contribution deduction amount, log in to your account at [www.Vanguard.com](http://www.Vanguard.com) - Retirement Plan Participants. For any other questions about Deferred Compensation, contact either Vanguard Participant Services at **800-523-1188** or Payroll at **407-836-9680**.

- ✓ Review the Vanguard Payroll Deduction Schedule.

4. Two months before your DROP Enrollment date **and** after receiving your DROP Enrollment Calculations, contact the Benefits Team at [Benefits@ocfl.net](mailto:Benefits@ocfl.net) to schedule a DROP Enrollment appointment so that we can assist with the completion and notarizing of the following forms:

- ✓ DP-11, FRS Pension Plan Application for Service Retirement and the Deferred Retirement Option Program (DROP)
- ✓ DP-ELE, Florida Retirement System Pension Plan Notice of Election to Participate in the Deferred Retirement Option Program (DROP) and Resignation of Employment
- ✓ FRS-11o, Florida Retirement System Pension Plan Option Selection for FRS Members
- ✓ SA-1, Florida Retirement System Pension Plan Spousal Acknowledgement Form

\*Please include in the subject line: "Request for DROP Enrollment Processing Appointment." Include your employee ID, your DROP enrollment start date, your telephone number, and state how many personal hours you plan to sell or state that you do not plan to sell any hours.

You may access and print a blank DROP Retirement Forms packet (<https://frs.fl.gov/forms/drop-packet.pdf>). You can either type or clearly print the required information onto the forms but **DO NOT SIGN OR SUBMIT TO FRS PRIOR TO YOUR DROP ENROLLMENT MEETING**.

5. Bring the following items to your DROP enrollment appointment:

- ✓ A copy of your calculation/estimate from the FRS that shows your DROP enrollment eligibility start date.
- ✓ The DROP Retirement Forms packet (item 7, above) is **unsigned and not notarized**. *If you are married and selecting Option 1 or 2, please have your spouse complete/notarize the SA-1 **ONLY**.*
- ✓ A copy of your certified birth certificate (and your spouse's, if married). If you don't have a birth certificate, click the following for other options. [BVR 1 \(fl.gov\)](#)
- ✓ Your state-issued ID or driver's license (for notary purposes).
- ✓ A copy of the certified birth certificate and Social Security Number of your joint annuitant if you are selecting retirement Option 3 or 4.
- ✓ A copy of your Marriage License if you are selecting option 3 or 4
- ✓ Names, dates of birth, social security numbers, addresses, and phone numbers of all beneficiaries to be listed.

6. You can expect the following at your appointment:

- ✓ Your Benefits representative will review your DROP retirement forms, notarize the forms, and fax all documents, including birth certificates/marriage license, to FRS after completion of the meeting.
- ✓ Your Benefits representative will review with you and have you sign the Personal/Vacation FRS DROP form (Leave Payout form).
- ✓ Your Benefits representative will review with you and have you sign the FRS DROP Enrollment Summary.

- ✓ Your Benefits representative will address any questions you may have regarding DROP.
  - ✓ Your Benefits representative will give you a copy of all signed documents for your records.
7. After your appointment, your HR representative will forward the necessary paperwork to Payroll to process your leave payout.