

# What Do I Need to Do to Retire?

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## DROP Termination

1. If you decide to exit DROP early, contact FRS at **844-377-1888 Option 4**, or send an email to [retirement@dms.myflorida.com](mailto:retirement@dms.myflorida.com), three months in advance of your last day and request your DROP termination paperwork (DP-TERM and DP-PAYT).
2. If you work through your 60 or 96 months of DROP, FRS will automatically mail you your DROP termination paperwork (DP-TERM and DP-PAYT) approximately three months before your DROP retirement date. If you are leaving DROP early or have not received your paperwork, request it by calling FRS at **844-377-1888**.
3. Learn more about retiring from Orange County and the FRS:
  - ✓ Review the Orange County [Guide to Retirement Benefits](#). Here you will be able to see the current retirement rates for retiree coverage [2025 Retiree Benefits Handbook](#)  
  
**\*Please note retiree coverage election will need to be made at the time of retirement meeting**
  - ✓ Review the many resources available at myFRS.com.  
([http://www.dms.myflorida.com/workforce\\_operations/retirement/members/deferred\\_retirement\\_option\\_program\\_drop](http://www.dms.myflorida.com/workforce_operations/retirement/members/deferred_retirement_option_program_drop))
  - ✓ 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))
  - ✓ Review the many DROP resources available at myFRS.com  
([https://www.dms.myflorida.com/workforce\\_operations/retirement/members/deferred\\_retirement\\_option\\_program\\_drop](https://www.dms.myflorida.com/workforce_operations/retirement/members/deferred_retirement_option_program_drop))
  - ✓ Read the FRS Ready.Set.Retire Booklet [https://frs.fl.gov/forms/ready\\_set\\_retire.pdf](https://frs.fl.gov/forms/ready_set_retire.pdf)
  - ✓ Review the [Group Life Portability Application](#) (if under age 65 at time of retirement)  
([http://www.standard.com/eforms/9178\\_60days.pdf](http://www.standard.com/eforms/9178_60days.pdf)) or the [Group Life Conversion Application](#) (over age 65 or alternative to under 65 Portability) ([https://www.standard.com/eforms/9563\\_60days.pdf](https://www.standard.com/eforms/9563_60days.pdf))
4. If you participate in the County's Deferred Compensation 457(b) Plan, review the link [www.Vanguard.com - Retirement Plan Participants](http://www.Vanguard.com-RetirementPlanParticipants) and contact Vanguard at 800-523-1188 (Group Plan: 078082) to discuss your distribution options. You will have access to your funds 2-3 weeks following your Leave Payout after retiring.
5. Once you receive your DROP Termination Kit from FRS **and two months** before your last employment date, contact the Benefits Team at [Benefits@ocfl.net](mailto:Benefits@ocfl.net) to schedule a DROP Termination appointment so that you can have the following forms completed and notarized:
  - ✓ DP-TERM
  - ✓ DP-PAYT (You have 60 days to forward to FRS after you retire.)
  - ✓ A state-issued ID or driver's license (for notary purposes)

\*Please include in the email: Request for a DROP Termination Retirement Appointment, your employee ID, your last day as an active employee, and your telephone number. We typically meet 4-6 weeks prior to your final day.

### **IMPORTANT**

Your DROP Termination Packet containing the above-listed documents **MUST** be received from FRS and cannot be printed from the general FRS website nor can they be created by the Benefits team. This paperwork contains your actual payout amounts and can only be calculated by FRS.

6. If you have been participating in the County's Deferred Compensation 457(b) Plan, contact Vanguard at 800-523-1188 to discuss your options for rolling over the funds from your DROP account. If you are interested in having your DROP account funds rolled into your Deferred Compensation account, Vanguard will be able to assist you. Even if you have not been a participant in the Deferred Compensation Plan, you will have the option to have your DROP funds deposited into the County's Deferred Compensation Plan to take advantage of the tax benefits. *Note: If you wish to have your DROP funds rolled into your Vanguard account, you must complete a Vanguard Rollover Form at your retirement meeting. Payroll will then submit the forms to FRS for processing.*
7. Notify your supervisor regarding your intent to retire. *Remember, when your DROP participation ends, you must terminate all employment with Orange County.*

You can expect the following at your retirement appointment:

- ✓ Your Benefits representative will review your DROP Termination forms and fax them to FRS after the meeting is complete.
- ✓ Enrollment in retiree health benefits, if you are eligible.
- ✓ Your Benefits representative will review the continuation of life insurance information.
- ✓ Your Benefits representative will address any questions you may have regarding your DROP retirement.
- ✓ You will receive a copy of all documents for your records.

## After You Retire

### FRS – Health Insurance Subsidy (HIS)

1. To determine your eligibility for the Health Insurance Subsidy (HIS), review the Health Insurance Subsidy section in the [Guide to Retirement Benefits](#). [2025 Retiree Benefits Handbook](#)
2. Shortly before you receive your first pension benefit payment, FRS will mail you a HIS application for your completion. You will need to complete and return the application to FRS for processing. The benefits team can assist you with your application if you continue your coverage as a retiree under Orange County's coverage. It may take one to three payment cycles to receive from FRS and this payment is included in your monthly benefit payment.

### Orange County OPEB Health Insurance Subsidy

3. In order to be eligible to receive the Orange County OPEB Health Insurance Subsidy, you must first begin receiving the FRS HIS and meet the criteria outlined in the Health Insurance Subsidy section in the [Guide to Retirement Benefits](#) [2025 Retiree Benefits Handbook](#)
4. After you receive your first HIS payment from FRS, Orange County Benefits will send you via email the [Orange County OPEB Health Insurance Subsidy](#) application. You will need to print, complete the application, and mail it to **OCFL Benefits Department** at 450 E. South Street, Orlando, Florida 32801 and include the following:
  - ✓ The completed top portion of the Orange County OPEB Health Insurance Subsidy Form signed and dated it
  - ✓ A completed and signed W-9 Form
  - ✓ A completed Direct Deposit Form and voided check (if your direct deposit information has changed)
  - ✓ A copy of your Statement of Retirement Benefit Payments from FRS that shows your first subsidy payment. The Orange County HIS is not retroactive unless you provide HR with the FRS Statement of Retirement Benefits that shows your first payment by FRS including a retro payment, if applicable.
5. Once benefits receives the County HIS completed application, HR will review and submit it to Accounts Payable for payment processing. Your County HIS benefits will begin the month following verification that you are receiving the HIS from FRS. The Orange County HIS payment is direct deposited on or after the 5<sup>th</sup> of each month. Your retro payment will be paid separately if you are to receive a retro subsidy payment from Orange County.