

STATE OF DELAWARE
STATE BOARD OF PENSION TRUSTEES
AND
OFFICE OF PENSIONS
MCARDLE BUILDING
860 SILVER LAKE BLVD., SUITE 1
DOVER, DE 19904-2402

When Calling Long Distance
Toll Free Number 1-800-722-7300
E-mail: pensionoffice@state.de.us

Telephone (302) 739-4208
FAX # (302) 739-6129
www.delawarepensions.com

DELAWARE VOLUNTEER FIREMEN'S PENSION PLAN
OVERVIEW

The **Delaware Volunteer Firemen's Pension Plan** is provided for under Title 16 Chapter 66A, Delaware Code as amended.

The following are some highlights of the plan and general information:

PENSION TYPES AND SERVICE REQUIREMENTS

Service Pension – Age 60 with at least 10 years of credited service.

- A member shall become eligible to receive a pension beginning with the first month after attainment of age 60 if he/she has a minimum of 10 years of credited service.
- Out of the 10 years of service, 2 years must have been served from 1986 to the present.
- A pension benefit will be calculated on a maximum of 25 years of credited service.
- Credited years of service do not have to be consecutive.
- As long as a member has not met their maximum 25 years of credited service, they can continue to earn service credit after reaching age 60. They are not required to start collecting their pension benefit when they reach age 60.

Service Pension Application

- Applications may be filed when a member has attained age 60 and has at least 10 years of credited service.
- Effective date of pension is the month following attainment of age 60.
- If a member is retiring the year in which they turn age 60, they may complete that year and have the company pay their \$60.00 contributions and the effective date of pension would be 1/1/XXXX of the next year.

Vested Pension – An inactive member with a vested right to a pension (at least 10 years of credited service) shall become eligible to receive a pension beginning with the first month after his/her attainment of age 60.

Vested Pension Application

- A vested pension application should be filed when a member is no longer active and has at least 10 years of credited service.
- Effective date of pension will be the month following attainment of age 60.
- A member's vested right shall be forfeited upon his/her application for a refund of his/her accumulated contributions, and his/her membership shall be canceled.

NOTE: A member who has filed a Vested Pension application with our office should notify the Office of Pensions (in writing) if mailing address has changed.

REQUIRED DOCUMENTS (submit with Service and/or Vested Pension applications):

Personal Documents

- Birth Certificate
- Marriage Certificate-required on Female applicants to trace name changes from birth.
- Divorce Decree-required on female applicants to trace name changes from birth.
- Social Security Card-Must be a signed copy of the card issued by Social Security.

Payroll Documents

- Direct Deposit Authorization Form (Form DA).
Direct deposit is now MANDATORY.
- Bank account number verification is required. A copy of a voided check or copy of a bank statement showing account number may be used for verification.
- Tax Withholding Election Form (Form TWE).

Your fire company or auxiliary pension officer is responsible for the preparation of your pension application and related documents, for having you sign the application and other forms, and for submitting this paperwork to the Pension Office. We suggest you contact your fire company pension officer at least three months before you plan to retire to begin the application process.

GENERAL INFORMATION

Refund of Member's Pension Contributions – Terminates Membership in Pension Plan

- Member with less than 10 years of pension creditable service, member contributions will be refunded to the Fire Company.
- Member with 10 years or more of pension creditable service, Member contributions will be refunded to the member.

Repayment of Member's Pension Contributions – Reinstates Prior Service

Member or Pension Officer should contact the Office of Pensions, upon a member's return to active service, to request a repayment calculation.

Repayment calculation will include; contributions and interest withdrawn plus interest accrued from date of withdrawal to date of return to active fire service.

Annual Statements

Sent annually for prior calendar year

Includes:

- Personal information
- Pension Service
- Member Contributions
- Pension Benefit Calculation for members with at least 10 years of pension service
- Designated Beneficiary

Member should review statement for accuracy

Forms

P-5 Member Actuarial Form

Members should complete for the following reasons:

- New Member
- Name Change
- Change of Address
- Change of Marital Status
- Change Beneficiary(s)
- Transfer from one participating organization to another

WB-F Application for Withdrawal Benefit

Member should complete if no longer an active member of a participating organization & member has less than 10 Years of pension creditable fire service

AP-F Application for Pension

Pension Officer should complete for the following reasons:

- 25 Years of pension creditable service
- 10 Years or more and age 60
- 10 Years or more and no longer an active fire member

DB-F Application for Death Benefit Payment

In the case of the death of a member of the D.V.F.A. Pension Plan, the Fire Co. pension officer must complete Form DB-F and forward to the Office of Pensions together with a certified copy of the death certificate.

DISCLAIMER: IN THE CASE OF CONFLICT BETWEEN THIS BROCHURE AND THE PLAN, THE PLAN PREVAILS.

BENEFIT CALCULATOR

Pension Benefit Calculation

Number of years of credited service _____ Maximum 25 Years

Multiplied by X \$5.00

Equals Monthly Benefit Amount \$ _____ Maximum Benefit \$125.00

Payable the month after member's 60th birthday, if member has pension service credit of at least 10 years.