

INACTIVE NON-VESTED FIREFIGHTER CONTRIBUTORY REFUNDS

FIRE COMPANY PROCEDURES AS OF NOVEMBER 17, 2009

Complete the Withdrawal of Benefits Form (WB-F). The form should be signed by the inactive member and Fire Company Pension Officer. The Pension Officer should make a good faith effort to contact the inactive member and request the WB-F form be completed by the inactive member. In the event the member does not respond, the following process should be followed.

If inactive member does not respond to the Pension Officer's attempts to have the member sign the WB-F Form or if the member has relocated and not informed the Fire Company of his/her new address and the written requests made by the Pension Officer/Fire Company have been returned as undeliverable; submit the following to the Office of Pensions:

- **WB-F signed by Fire Company Pension Officer.**
- **Copy of Fire Company's Board minutes indicating removal of member as an active member from Fire Company for inactivity (non-participation). *Please note that we must receive copies of actual meeting minutes including the names of the inactive members showing motions were made and approved to terminate the membership.**

Pension forms should be sent to the last known address on your Company's records. If you do not know the current address of an inactive member, you must submit the Vested Pension Application with an explanation of inability to contact the member. The Vested Pension Application must be signed by the Pension Officer.

NOTE: The Fire Company will not be refunded for any member with 10 or more years of service. Vested Pension Application should be completed by the Pension Officer and submitted to the Office of Pensions. Only the inactive member can request to withdraw her/her contributions and the WB-F Form must be completed by that member.