



New York City Police Pension Fund

"Serving the Finest"

DO NOT SUBMIT THIS FORM IF YOU ARE AN ACTIVE MEMBER

Award Letter Request Form

Retirees/Alternate Payee of a Retiree

This form is for New York City Police Pension Fund retirees, surviving spouses or other payees/beneficiaries to obtain proof of prior employment and/or to verify pension income for a bank or other financial institution. This form **MUST** be notarized and may be submitted by mail to 233 Broadway, 25th Floor New York, New York 10279 Attention: Pension Payroll or by fax to (212) 693-6057.

Please complete applicable sections based on applicant status.

Required Information:

Contact No.: (_____) _____ - _____

Check only one:

Retiree

Beneficiary/Alternate Payee of a Retiree

Retiree/Alternate Payee Information:

First Name: _____ Last Name: _____

SSN: XXX-XX-_____ Tax No.: _____ **OR** Pension No.: _____

Specifications:

All pension certification letters contain: 1) appointment and retirement dates; 2) retirement type; 3) "pension payable for life" statement; 4) last four digits of your SSN; 5) pension amount.

Please indicate if any of this information is to be OMITTED.

If the member retired for Service, applicable Variable Supplements information will be included.

Delivery Instructions (all users):

Award letters can be delivered by mail or fax. Please CHOOSE ONE and provide recipient information accordingly.

I elect to have my award letter provided by MAIL

Please mail to:

First Name _____ Last Name: _____

Address: _____

City _____ State _____ Zip Code: _____

I elect to have my award letter provided by FAX

Please fax to:

Name: _____ Fax No.: (_____) _____ - _____

Bank Name: _____

Contact No.: (_____) _____ - _____

Signature:

Signature: _____ Date: _____

Acknowledgment:

Affix notary seal or staff name and signature

State of _____, County of _____
 On this _____ day of _____, 20__ before me personally
 appeared _____ to me known and
 known to me to be the same person described herein and who executed
 the foregoing instrument, and (s)he duly acknowledged to me that (s)he
 executed the same.

Signature of Notary Public: _____