



# Application Process

1-800-531-1489  
wctpension.org



→ Entire Process Takes Approximately 4 ½ - 5 Months\* →

## Step 1 Apply

Approximately  
8 – 12 Weeks  
(90 days)



## Step 2 Options

Approximately  
30 – 45 Days



## Step 3 Paid

### Documents Needed

#### Application

Call us at 1-800-531-1489 and we can send you the application via email (DocuSign) to expedite the process.

#### Birth Certificate

#### Spouse Birth Certificate

#### Marriage Certificate

### Other Documents May be Required:

#### Divorce Decree – Filed Copy – All Pages Including Property Settlement

#### Social Security Disability Award Letter – All Pages

#### ▪ Apply 3-6 Months in Advance

#### ▪ Administrative Office Acknowledge receipt of Application

### Items in Option Packet

You can have this sent to you via email (DocuSign) for faster processing.

#### Elect form of payment

- Your Spouse must Consent
- Consent must be notarized!

#### Tax forms

- State Withholding Election (Where Applicable)
- Federal Withholding Election

#### Beneficiary Designation

#### Certification of Termination (if under 65)

#### Direct Deposit

\$

### \$ Before Payments can begin:

\$ The Option Packet must be signed (electronic signature via DocuSign is accepted) and returned to the Administrative Office

\$ If Under 65 You Must Sever Employment Before Your Pension Effective Date

\$ All paid vacation, sick leave, holiday, or any other compensable hours, must be paid prior to your Pension Effective Date

Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan

\*This time frame is approximate.