

Retirees

FAQ's

What is a FAQ?

FAQ's are Frequently Asked Questions. A FAQ is a document containing a list of questions and their answers. In our FAQ's, you will find useful information about your member account, updating personal information and your retirement benefits.

- Where is the Retirement Office located, what is the schedule of business hours and what are the phone and fax numbers?
- What do I need to do to change my address as a retired member or beneficiary?
- When will I receive an advice?
- I am applying for a loan and my loan officer has requested written confirmation of the monthly benefit I am receiving. How do I get that?
- How do I change my direct deposit once I am retired?
- How do I change my Federal or State Tax Withholdings?
- When I retire, when will I receive my pension check?
- What do I do if I am getting a divorce?

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Where is the Retirement Office located, what is the schedule of business hours and what are the phone and fax numbers?

The Adams County Retirement Office is located at:

Adams County Government Center

4430 South Adams County Parkway, Suite C3406

Brighton, Colorado 80601-8202.

The business hours are Monday thru Friday from 7:30 a.m. to 4:00 p.m.

Phone Number 720-523-6167 or Fax Number 720-523-6322.

What do I need to do to change my address as a retired member or beneficiary?

Address changes are done by completing an **Address/Phone Number Change Form for Retirees – Short**. The form is on the Adams County Retirement Plan web site at www.acretirement.org or by calling 720-523-6167 to have the form mailed. This form must be returned by the 15th of any month to have the change effective for the 1st day of the following month.

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When will I receive an advice?

The retiree advice is sent to new retirees for the first two months following their retirement effective dates. Annually retirees will receive an advice in January and December.

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I am applying for a loan and my loan officer has requested written confirmation of the monthly benefit I am receiving. How do I get that?

The Retirement Office can provide an Awards Letter with the monthly benefit you are receiving including the deductions being withheld. This letter must be requested by contacting the Retirement Office at 720-523-6167.

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How do I change my direct deposit once I am retired?

To change the direct deposit of your retirement pension benefit into another financial institution, complete a Direct Deposit form and attach a voided check from your checking account or a deposit slip from your savings account and return the signed form to the Retirement Office. All forms received by the 15th of any month will be processed and effective on the first day of the following month. The form is on the Adams County Retirement Plan web site at www.acretirement.org or by calling 720-523-6167 to have the form mailed.

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How do I change my Federal and State Tax Withholdings?

The monthly Federal and State tax withholding can be changed by completing a **Change in Tax Withholding Form & W4-P**. The form is on the Adams County Retirement Plan web site at www.acretirement.org or by calling 720-523-6167 to have the form mailed.

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When I retire, when will I receive my pension check?

If you are eligible for retirement, you must make a benefit election, in writing, and file the benefit election form with the Retirement Board within 30 days before the date you would like payment of your benefit to begin. The date you choose for your benefit to begin is called your “pension commencement date” and must be the first day of a calendar month. You will not receive your first actual payment until the first day of the calendar month after your pension commencement date. Your first payment will include the first, second and maybe three months’ benefit payments.

All retirement benefit payments are made on “the first working day of the month”. If the first day of the month falls on a weekend or a holiday the payment will be deposited into your account on the next “working day”.

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What do I do if I am getting a divorce?

Information regarding Domestic Relations Orders (DRO's) may be found under the DRO/Divorce section. If you are getting a divorce and have named your spouse as the beneficiary you should contact the Retirement Office at 720-523-6167 for further information.

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