



DEFERRED RETIREMENT OPTION PLAN (DROP) REQUEST FORM (Front DROP Only)

You must complete and timely submit this request form to HMEPS in order to request to participate in the DROP:

Name _____

Address _____

City _____ State _____ Zip Code _____

Work Telephone () _____ Home Telephone () _____

Social Security No. _____ City ID No. _____ Department _____

Requested DROP Entry date _____ *NOTE: You can only enter DROP after you become eligible for retirement. Following eligibility, the DROP Entry date may be the first day of any month after the date this request is received by HMEPS. If you do not enter a date, your DROP Entry date will default to the first day of the month after the date this request is received by HMEPS, provided you are eligible.*

Please read and initial the following information.

_____ I understand that this request is not a commitment to participate in the DROP and therefore is not binding on me or HMEPS.

_____ I understand that my average monthly salary, credited service and accrued benefit percentage as of my DROP Entry date will be used to calculate both my DROP and my retirement benefit.

_____ I understand that regular employee contributions will not be credited to my DROP account.

_____ I understand that I cannot elect to purchase service after I have made a DROP Election. If I have previous service with the City of Houston for which I received a refund or an early lump sum payment of a benefit, I must initiate and complete a service purchase obligation (SPO) prior to signing a DROP Election or the service will not be counted for DROP or retirement.

_____ I understand that if I have any Group B service, I cannot elect to convert service from Group B to Group A after I have made a DROP Election (or after 12/31/05).

By signing this form, I have read and understand the information above. I further understand that I must be eligible to enter DROP and must timely complete and submit all required documents and information in order to complete the DROP election process for DROP participation.

Signature

Date