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**ITPA**

**Early Retirement Notification Declaration**

**Today’s Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Last Day Worked: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Effective Date of Retirement: \_\_\_\_\_\_\_\_\_\_\_\_**

Yes No

**Date Board Notice Provided**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **6 Mos Given?**

**Employee Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Department**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Manager**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As defined in Article 19-B of the ITPA Collective Bargaining Agreement I am declaring that I am retiring from BT BOCES with the intention of collecting a pension with the NYSLRS/NYSTRS Retirement System. This declaration is irrevocable but the retirement date may be extended by mutual agreement of both parties.

Upon retirement the BOCES will deposit the sum of five-thousand dollars ($5,000.00) into a 403(b) plan that is established by the retiree and when the account information is provided to the BOCES. I understand that if I retire or resign before the accepted date that I will not be entitled to this payout.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employee**

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**BT-BOCES Representative**

Cc: ITPA President