



New Jersey Division of Pensions and Benefits

PO Box 295, Trenton, NJ 08625-0295

Telephone: (609) 292-7524 ▪ Email: pensions.nj@treas.nj.gov

You've completed the **Certification of Service and Final Salary** for a member who is retiring from your organization. *Do you need to provide additional documentation to the Division of Pensions and Benefits?*

The answer is **YES** if one or more of these scenarios applies to the member:

There has been a Significant Salary Increase

Send a copy of the salary guide, signed contract, OR board minutes

If the member has filed for a Disability Retirement

Send a copy of the current job description, accident report and a copy of any witness reports (if applicable)

Criminal Charges against member

Send details of the charges and agency to which the matter was referred

Administrative Charges against member

Send a copy of the Preliminary charges and the Final Notice of Disciplinary Action

Has had a Settlement Agreement(s)

Send a copy of the settlement agreement

Has been laid off due to a Reduction in Force

Send a copy of the official layoff notice

If additional documentation needs to be sent to the Division, please forward the documents to the **Retirement Bureau** either by mail or fax.

Mailing Address:

NJ Division of Pensions & Benefits
Retirement Bureau
PO Box 295
Trenton, NJ 08625-0295

Fax Number:

(609) 292-6656

Include the **MEMBER'S NAME** and either their **SSN** *or* **MEMBER NUMBER** on all documents!

Updated 6/1/2017