

PEABF - Requests / Turnaround Times

All are required to schedule an appointment with whom they are meeting with.

No Walk-ins Allowed – must have a scheduled appointment or call in advance for drop-offs or pick-ups.

Annuity Verification (Award) letter: 5-7 business days to receive letter

Annuity Deduction letter: 5-7 business days to receive letter

Refund Application: 5-7 business days to receive application (member must be off payroll for 2 weeks prior to requesting an application)

Refund Process: 3-4 weeks to receive check (assuming application is **complete***)

Retirement Annuity Estimate letter: 4-6 weeks to receive letter

Retirement Application: 5-7 business days to receive application

Retirement Process: 2 months from retirement date OR 2 months from date application was received - the later of the two (assuming the application is **complete***)

Disability Application: 5-7 business days to receive application

Disability Process: 4-6 weeks to receive check (assuming the application is **complete***)

Death Application: 1-2 weeks to receive (after death is reported/initial request)

Death Process: 4-6 weeks (assuming the application is **complete***)

***Completed application**

- All required forms are fully completed and correct.
- All required documents such as: personal ID's / certificates/ legal documents are received and approved by the processor.
- Retirement/Resignation/Termination letter is received and approved by the processor.