

*EFFECTIVE JULY 2002 IN ADDITION TO THE \$20 DUES A
NON-REFUNDABLE \$25 APPLICATION FEE MUST ACCOMPANY ALL APPLICATIONS.*

APPLICATION INSTRUCTIONS FOR MEMBERSHIP IN P.O.A.B. FUND

1. Complete both sides of the yellow form, Application for Membership (including your P.O.S. T. certification number). Your signature is required twice on the back of the form. If P.O.S. T. certification number is pending, send a copy of your Certificate of Graduation from the Academy and inform us when you get your P.O.S. T. number.
2. Have the Certification by Employing Agency (form #201) completed by your Personnel Department with your employer.
3. Send both forms, completed and notarized, with your personal check or money order for \$45.00 (first month's dues and application fee).
4. We must have a copy of your birth certificate before you can file for retirement.
5. Naming your beneficiary: You can name anyone you wish as the beneficiary of the death benefit on line 10 of the Application for Membership. Please give full name and relationship that the beneficiary is to you. You can change your beneficiary at any time by securing the proper forms and returning your Membership Certificate (issued to you upon acceptance of membership).
6. Your first month's dues of \$20.00 and Application Fee of \$25.00 is required with your application.
7. Claiming Prior Service: The choice to buy-back creditable peace officer service is available after you have completed five years of membership in this Fund. "Buy Backs" do not count towards the required 10 years of dues payment.
Example: 10 years required dues payment + 5 years "buy back" = 15 years creditable service.
Calculations of the cost to purchase prior service is obtained by calling the office at (770) 228-8461.
8. YOU MUST NOTIFY THIS OFFICE OF:
 - a. Change of address
 - b. Change of beneficiary
 - c. Request for leave of absence
 - d. Termination of employment
 - e. Change of Agency

All applications MUST consist of Application, Certification by Employing Agency and \$45.00 to cover the application fee and the first month's dues.

DON'T ACCEPT HEARSAY - CALL THE PENSION OFFICE IF YOU HAVE ANY QUESTIONS.