



CHARLOTTESVILLE CITY SCHOOLS

RETIREMENT CHECKLIST

Required State Forms

- [Application for Service Retirement](#)
- [Request for Income Tax Withholding](#)
- [Authorization for Direct Deposit](#)
- Copy of Birth Certificate or Passport**
- [Health Insurance Credit Form](#)
- [Designation of Beneficiary Form](#) (you only have to do this if you need to change or update your beneficiaries)

Charlottesville City Schools Forms

- [Resignation for Retirement](#)
- [Payment for Sick Leave](#)

Other Forms

- Social Security (if applicable)**