

# PEACE OFFICERS' ANNUITY & BENEFIT FUND OF GEORGIA

1208 GREENBELT DRIVE, GRIFFIN GA 30224  
PHONE: (770) 228-8461 • FAX: (770) 412-1236  
POABF@RFGA.US • WWW.POAB.GEORGIA.GOV

## THINGS TO KEEP IN MIND REGARDING A REFUND

*All non-retired members are entitled to request a 95% refund of all dues required to be paid into the Fund. Anything overpaid will be refunded at 100%.*

*Once refunded, you are waiving all benefits you may have had in the Peace Officers' Annuity and Benefit Fund of Georgia for yourself and beneficiaries.*

### **If you are taking a refund while employed as a peace officer, once refunded, you...**

- Forfeit any credit for service earned before the date the Fund issues the refund check.
- Cannot be considered for membership in the Fund again for a period of at least six (6) months.
- If you rejoin, you must have fifteen (15) years of active membership to be vested.

### **If you are taking a refund while NOT employed as a peace officer, once refunded, you...**

- May be eligible for active membership in the Fund upon re-employment in an eligible peace officer position (so long as you apply for membership within the first eight (8) months of re-employment) and are granted the option to repay the refund (plus interest) to obtain prior service credit (this time does count toward vesting).
- If you return to active membership in the Fund, you must have fifteen (15) years of active membership to be vested.

## TWO ITEMS ARE REQUIRED TO PROCESS A REFUND:

1. The Refund Request Form – must be completed entirely, signed, and notarized.
2. Certification by Employing Agency form - must be completed entirely, signed by an individual with personnel record access (other than yourself) and notarized. If you are still employed with your agency, please write “still employed” in the blank provided for the ending date.

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*Refunds will be processed upon receipt of all required documents.*

*(Approximately 7 to 10 business days)*

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## REFUND REQUEST

Member Name: \_\_\_\_\_ Member #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

*Street*

*City, State and Zip Code*

Preferred Phone #: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

By my signature below, I request the return of my contributed dues (as provided in Georgia Code 47-17-83). I understand that I am waiving all benefits I may have had in the Peace Officers' Annuity and Benefit Fund of Georgia for myself and beneficiaries.

I understand that if I am taking this refund while employed in an eligible position for membership, I will forfeit any credit for service earned before the date the Fund issues the refund check. I also realize that I cannot be considered for membership in the Fund again for a period of at least six (6) months. I recognize that if I rejoin, I must have fifteen (15) years of active membership to be vested.

I understand that if I am taking this refund while NOT employed in an eligible position for membership, I may be eligible for active membership in this Fund upon re-employment in an eligible peace officer position. (Georgia Laws require individuals who have been granted a refund to submit their application to rejoin within the first eight (8) months of re-employment.)

Witnessed by: \_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF MEMBER

### For Office Use Only

\_\_\_\_\_ Now Employed as a Peace Officer  
\_\_\_\_\_ Not Now Employed as a Peace Officer

Refund Issue Date: \_\_\_\_\_

# CERTIFICATION BY EMPLOYING AGENCY

## EMPLOYMENT VERIFICATION

Please return to:

### Peace Officers' Annuity & Benefit Fund of GA

1208 Greenbelt Drive, Griffin, GA 30224 • 770-228-8461 (Office) • 770-412-1236 (Fax)

NOTICE: GEORGIA LAW PROVIDES AS FOLLOWS: "ANY PERSON WHO KNOWINGLY FURNISHES FALSE INFORMATION FOR THE PURPOSE OF BECOMING A MEMBER OF THE FUND, OR FOR RECEIVING CREDIT FOR SERVICE TO WHICH HE IS NOT ENTITLED, OR FOR RECEIVING BENEFITS HEREUNDER, OR ANY PERSON WHO KNOWINGLY ASSISTS IN DOING ANY OF THE FOREGOING THING, SHALL BE GUILTY OF A MISDEMEANOR, AND UPON CONVICTION THEREOF SHALL BE PUNISHED AS FOR A MISDEMEANOR."

Date: \_\_\_\_\_ Member #: \_\_\_\_\_

1. Employee Name: \_\_\_\_\_

2. Date of Birth: \_\_\_\_\_ SSN: \_\_\_\_\_

3. Mailing Address: \_\_\_\_\_  
STREET ADDRESS / APARTMENT/ UNIT #

\_\_\_\_\_  
CITY, ST and ZIP CODE

4. Employing Agency: \_\_\_\_\_ Job Title: \_\_\_\_\_

5. POST Certification Required? \_\_\_\_\_ Job Description Available? \_\_\_\_\_  
YES/ NO YES/ NO

Power/ Authority to Arrest? \_\_\_\_\_ Custody of Prisoners? \_\_\_\_\_ If so, was/is the officer armed? \_\_\_\_\_  
YES/ NO YES/ NO YES/ NO

6. Has this employee previously worked for this agency? If so, please provide the dates and positions held as well as if the position was full time or part time:

7. How many hours per week are devoted to this job? \_\_\_\_\_

8. Beginning date of most recent employment: \_\_\_\_\_  
MONTH DAY YEAR

9. Ending date of most recent employment: \_\_\_\_\_  
MONTH DAY YEAR

10. Please list any periods that this employee was on **LEAVE WITHOUT PAY** (suspension, FMLA, etc.) Please note if worker's compensation: \_\_\_\_\_

**Note:** This form is *not valid until signed by a properly authorized individual for the employing Agency*. Please note that *this form must be notarized by a different individual*. The proper execution of this document is *the Applicant's Responsibility*.

I hereby certify that the information given above is true and accurate as the same appears on the records of \_\_\_\_\_  
APPLICANT/ MEMBER'S NAME

This \_\_\_\_\_ day of \_\_\_\_\_ Representative Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Witnessed by: \_\_\_\_\_  
Notary Public

Title of Signer: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Office Address: \_\_\_\_\_