

**Florida Retirement System Pension Plan
Application for Disability Retirement**

PO BOX 9000 Tallahassee, FL 32315-9000
Local Phone: 850-907-6500 Toll Free: 844-377-1888 FAX: 850-410-2010

To apply for disability retirement, you must complete and submit the following forms:

Form FR-13, Application for Disability Retirement--You must provide the Division of Retirement with a properly-signed and completed disability application. Your retirement date is determined by the date the Division receives your disability application. Therefore, you may submit your application prior to submitting the other required forms. Your retirement date will be established as follows:

If you are no longer employed, and your disability application is not received within thirty days of your termination date, your effective retirement date will be the first day of the month following the date we receive your application.

If your disability application is received within thirty days of your termination date, your effective retirement date will be the first day of the month following your termination date.

If you are currently employed in an Florida Retirement System (FRS), your effective retirement date will be the first day of the month following the date we receive your disability application or the first day of the month following the last month for which salary is reported or creditable service is granted, provided we receive your disability application before such day, and your documented termination date occurs after such day. Your effective retirement date cannot be established until you have officially terminated all FRS-covered employment, and all required documents have been received.

Form FR-13a, Statement of Disability by Employer--This form must be completed and signed by the designated person in your personnel office.

Form FR-13b, Physician's Report--As proof of disability, Statute 121.091(4) requires two different Florida licensed physicians who have treated you for your disabling condition to attest to your total and permanent disability.

The Florida Retirement System (FRS) provides two types of disability retirement benefits: in-line-of-duty and regular. You are covered for in-line-of-duty disability retirement from your first day of employment. If your injury or illness arose out of and in the actual performance of your job duties, you may apply for in-line-of-duty disability benefits. Your physicians must attest you are totally and permanently disabled due to an on-the-job injury or illness, and you must provide us with a copy of the Notice of Injury, as filed with Workers' Compensation. You must have eight years of creditable service to be eligible for regular disability retirement. However, if you terminated employment prior to July 1, 2001, you must have ten years of creditable service to be eligible for regular disability.

To qualify for disability retirement benefits provided for by the FRS, a member must be totally and permanently disabled from performing useful and efficient service as an officer or an employee upon termination from FRS-covered employment, as required by Section 121.091(4), Florida Statutes. Approval for Social Security disability or Workers' Compensation does not automatically qualify you for an FRS disability retirement benefit. The unavailability of an employment position that you are physically and mentally capable of performing will not be considered as proof of total and permanent disability.

It must be documented that:

1. Your medical condition occurred or became symptomatic during the time you were employed in an employee/employer relationship with your employer;
2. You were totally and permanently disabled at the time you terminated employment; and
3. You have not been employed with any other employer after such termination.

You are responsible for having all forms completed by the proper persons and submitted to the Division of Retirement. Questions concerning the filing of this application should be directed to the Disability Determination Section. The Administrator is authorized by law to make investigations and require additional information, as needed, to reach a decision on your application. Failure to thoroughly complete all items may delay the processing of your application.

You may obtain the forms from your Personnel Office or by contacting the Disability Determination Section at the Division of Retirement by calling at the numbers above or by emailing Retirement@dms.myflorida.com. You may also download the forms at frs.MyFlorida.com.

**Florida Retirement System Pension Plan
Application for Disability Retirement**

If approved for disability retirement, all of the following are required before your name can be added to the retired payroll:

1. Termination of **all** employment with **all** FRS and non-FRS employers.
2. Designation of your beneficiary on the attached FR-13, *Application for Disability Retirement*. All previous beneficiary designations are null and void.
3. A properly completed Option Selection for FRS Members, FORM FRS-11o - You may select an option when you submit your disability application or you may wait until an estimate of benefits is provided. A disability estimate will be provided if you are approved for disability benefits. However, in the event of your death prior to filing an Option Selection Form, by law your option selection will default to Option 1, which does not provide a benefit to your beneficiary. If you select an option, you may change the option selection at any time until a benefit payment has been cashed or deposited. Read carefully the description of each option. You must provide us with your joint annuitant's date of birth to have Options 3 and 4 calculated.

Option 1 is a monthly benefit payable for your lifetime. Upon your death, the monthly benefit will stop and your beneficiary will receive only a refund of any contributions you have paid, which are in excess of the amount you received in benefits. Option 1 does not provide a continuing benefit to your beneficiary.

Option 2 is a reduced monthly benefit payable for your lifetime. If you die prior to receiving 120 monthly payments, your designated beneficiary will receive a monthly benefit in the same amount as you were receiving until the monthly benefits payable to both you and the beneficiary equal 120 monthly payments. If you die after you have received 120 monthly payments, there is no continuing benefit to the beneficiary. Anyone can be named as a beneficiary under Option 2, as well as charities, organizations, or your estate or trust.

Option 3 is a reduced monthly benefit payable to you for your lifetime. Upon your death, your joint annuitant, if living, will receive a lifetime monthly benefit payment in the same amount as you were receiving.

Option 4 is an adjusted monthly benefit payable to you while you and your joint annuitant are living. Upon the death of either you or your joint annuitant, the monthly benefit to the survivor is reduced to two-thirds of the monthly benefit received when both were living.

Exception to Options 3 and 4: The benefit paid to a joint annuitant under age 25, who is not your spouse, will be your Option 1 benefit amount. The benefit will stop when your joint annuitant reaches age 25, unless disabled and incapable of self-support, in which case, the benefit will continue for the duration of the disability. If you are naming someone other than a spouse under Options 3 or 4, please obtain Form JAD, *Joint Annuitant Information Form, JAD*, from the Division of Retirement. The amount of reduction for Options 3 and 4 depend on your age and the age of your joint annuitant.

4. A properly completed Spousal Acknowledgment Form, Form SA-1. You complete and sign the top portion in the presence of a notary. If you are married and select option 1 or 2, your spouse should complete the bottom portion in the presence of a notary.
5. A check payable to the Florida Retirement System for any amount you owe, or a written statement that you do not wish to claim the service. Please put your social security number on the face of the check. Or, you can roll over funds from a qualified plan (IRA, deferred compensation, etc.) to pay the amount due, except for upgraded service. The Pretax Direct Rollover Form, FORM PRO-1, must be received with the payment. This form is available online at frs.myflorida.com. Otherwise, a written statement must be provided, stating that you do not wish to claim the service.

**Florida Retirement System Pension Plan
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6. Proof of your birth date. If you select Option 3 or 4, you must also submit birth date verification for your beneficiary. We will accept legible photocopies of **one** of the following:
 - a. Copy of a birth certificate
 - b. Delayed birth certificate
 - c. Valid, unexpired U.S. passport
 - d. Census report more than 30 years old
 - e. Life Insurance policy more than 30 years
 - f. Letter from the Social Security Administration stating the date of birth it has established for the payment of benefits
 - g. Certificate of Naturalization
 - h. Florida driver's license issued after January 1, 2010 that indicates compliance with the federal REAL ID Act
 - i. In the absence of one of the above, a copy of **two** of the following documents:
 - (1) Birth certificate of child, showing age of parent (limit one)
 - (2) Baptismal certificate more than 30 years old
 - (3) Hospital record of birth
 - (4) School record at time of entering grammar school
7. A copy of your marriage certificate if you selected option 3 or 4 and name your spouse as your joint annuitant.
8. A final certification of your earnings by your employer for the last four months of your employment. **Your employer is aware of this requirement.**
9. A FORM MF-1 or MF-2, Statement of Military Eligibility, and a copy of your FORM DD-214, if you claim military service.
10. Direct Deposit of your benefit is available through the state's Electronic Funds Transfer (EFT) program. An application will be mailed to you after your name has been added to the Retired Payroll. If you are a state employee, currently on EFT, you will automatically continue on EFT unless you cancel your authorization.

**Florida Retirement System Pension Plan
Application for Disability Retirement**



PO BOX 9000 Tallahassee, FL 32315-9000
Local Phone: 850-907-6500 Toll Free: 844-377-1888 FAX: 850-410-2010

Please Print or Type

Applicant Name	_____	Applicant SSN	_____
Street/PO Box Address:	_____	Birth Date	_____
	_____	Email:	_____
	_____	Phone:	_____
City/State/Zip:	_____		_____

Present (or last) employer: _____

Title of position held: _____

Last Day Actually Worked: _____ Last Date in Pay Status: _____ Termination Date: _____

Type of Disability Benefit You Are Applying For: Regular In-Line-of-Duty

Describe the illness or injury, which has caused your disability and how it prevents you from performing your usual job duties.

1. Educational Background--Circle the highest grade level you have completed:

Grammar School: 1 2 3 4 5 6 7 8 High School: 9 10 11 12 College: 1 2 3 4 Graduate School: 1 2 3 4 Other: _____

2. Work History--List your two previous jobs prior to your current employment:

Job: _____	From: _____ / _____ / _____	To: _____ / _____ / _____
Job: _____	From: _____ / _____ / _____	To: _____ / _____ / _____

3. If you have any other physical impairments, please describe them and the length of time they have existed:

4. If you have made any Workers' Compensation claims, please list date(s) of accident(s) and employer(s).

Date: _____	Employer: _____
Date: _____	Employer: _____

List the names, addresses, and phone numbers of the physicians currently or most recently treating you:

A. Name of Physician & Address:

B. Name of Physician & Address:

Phone: _____ / _____

Phone: _____ / _____

**Florida Retirement System Pension Plan
Application for Disability Retirement**

Applicant Name: _____ Applicant SSN: _____

Authorization for Release of Information: I hereby apply for disability retirement benefits. This application is being made because of a disability, which incapacitates me for the performance of any useful work; and I affirm that all information and statements are true and correct to the best of my knowledge.

I hereby authorize any physician, hospital, or clinic to give full and complete information concerning me, or my medical condition, including any prior history to the Division of Retirement, State of Florida, or its authorized representative.

In addition to the above general medical release, I hereby specifically authorize the release of any records, which may exist concerning me, including but not limited to, employment or personnel records with previous employers, including records with a School Board, Community College, or Public School System, or records with other Retirement Systems, the Veteran's Administration, Social Security Administration, Workers' Compensation records, or any other records, which a personal release signed by me may be required. Please cooperate with the bearer of this release. This Authorization for Release of Information is valid throughout the duration of my claim/retirement.

Date: _____ Applicant Signature: _____

Option Selection:

You may complete an Option Selection for FRS Members, FORM FRS-110, and submit it, along with your application to select an option; or you may wait until an estimate of benefits is provided. A Disability Estimate will be provided if you are approved for disability benefits. However, in the event of your death prior to filing an Option Selection Form, by law, your option selection will default to Option 1, which does not provide a benefit to your beneficiary. If you select an option, you may change the option selection at any time until a benefit payment has been cashed or deposited. You must provide us with your joint annuitant's date of birth to have Options 3 and 4 calculated.

Beneficiary Designation:

All previous beneficiary designations are null and void. To designate more than one primary beneficiary, attach a Beneficiary Designation Form, FST-12.

Primary

Contingent

Name _____ Relation _____
SSN _____ DOB _____
Phone _____
Address _____

Name _____ Relation _____
SSN _____ DOB _____
Phone _____
Address _____

I understand I must terminate all employment with FRS employers to receive a retirement benefit under Chapter 121, Florida Statutes. I also understand that I cannot add additional service, change options, or change my type of retirement (Regular, Disability and Early) once my retirement becomes final. My retirement becomes final when any benefit payment is cashed or deposited. I understand, as a disabled retiree, I cannot work in any capacity and receive a disability benefit. I acknowledge that I have read and understand the instructions.

Applicant Signature: (sign in the presence of a Notary) _____

Notary:

State of _____, County of _____. The above named person who has sworn to and subscribed before me this _____ day of _____ 20____ and is personally known _____ or has produced _____ as identification.

Signature of Notary Public

Print, Type or Stamp Commissioned Name of Notary Public

Florida Retirement System
Statement of Disability by Employer

PO BOX 9000 Tallahassee, FL 32315-9000
Local Phone: 850-907-6500 Toll Free: 844-377-1888 FAX: 850-410-2010



Applicant Name

Applicant SSN

Position Title

This form should be completed and signed by the designated person in your personnel office.

Date of Employment	_____	Agency Name	_____
Last Day Worked	_____		_____
Last Day in Pay Status	_____		_____
Termination Date	_____		_____

Was the applicant able to perform all duties of this position prior to the illness or injury?

Yes ___ No ___

If not, please explain _____

Has the applicant discussed with your personnel office the possibility of moving into another position with your agency which would be within the applicant's medical limitations? Yes ___ No ___

If so, what positions were identified? _____

Why was this position not accepted? _____

Type of disability: Regular In-Line-of-Duty

**Florida Retirement System
Statement of Disability by Employer**

Applicant Name: _____

Applicant SSN: _____

If the applicant is applying for **in-line-of-duty** disability retirement please provide:

- (1) A copy of the pre-employment physical examination, if any.
- (2) Copies of all First Report of Injury or Notice of Injury Forms filed with Workers' Compensation or Risk Management.
- (3) Copies of any Orders signed by a Deputy Commissioner, Rehabilitation Reports and medical documentation relative to the applicant's claim for in-line-of-duty disability.

Comments: _____

Authorized Signature: _____

Date: _____

Name (print): _____

Address: _____

Office Location

Title: _____

Phone: _____

**Florida Retirement System
Physician's Report**

PO BOX 9000 Tallahassee, FL 32315-9000
Local Phone: 850-907-6500 Toll Free: 844-377-1888 FAX: 850-410-2010



Applicant Name _____ Applicant SSN _____
Position Title _____ Employer _____

Check One:

Regular Disability: _____ Florida Statutes, Chapter 121.091(4)(b), Total and permanent disability. "A member shall be considered totally and permanently disabled if, in the opinion of the administrator, he is prevented, by reason of a medically determinable physical or mental impairment, from rendering useful and efficient service as an officer or employee."

In-Line-Of-Duty Disability: _____ Florida Statutes, Chapter 121.021(13), "Disability in line of duty means an injury or illness arising out of and in the actual performance of duty required by a member's employment during regularly scheduled working hours or irregular working hours as required by the employer . . ."

Authorization for release of medical information

I authorize my physician to release any information recorded on the examination report and any other pertinent facts and documents concerning my condition to the Florida Retirement System.

Applicant Signature Date

Physician's Statement

The patient is responsible for completion of this form without expense to the State of Florida. Please provide any additional information and copies of your office notes, if you feel they are pertinent to an understanding of this patient's condition. However, office notes CANNOT be submitted in lieu of properly completing page two of this form.

License Number _____
Issued By Florida Board of Medical Examiners Physician's Name (Please print) _____

Specialty _____ Address _____
Fax _____
Phone _____

**Florida Retirement System
Physician's Report**

Applicant Name: _____ Applicant SSN: _____

1. Diagnosis:

- a) When did you first treat this patient? Date: _____
- b) Date of most recent examination: _____
- c) Primary disabling condition: _____

- d) Secondary condition(s): _____

- e) What restrictions have you placed on the patient's activities? _____

2. Prognosis:

- a) Has the patient's condition stabilized? Yes _____ No _____
- b) Has the patient reached maximum medical improvement? Yes _____ No _____
- c) If so, when did the patient reach maximum medical improvement? Date _____
- d) Is the patient a candidate for vocational rehabilitation? Yes _____ No _____
- e) Additional comments: _____

3. Physical and/or Mental Impairment:

- _____ No limitation of functional capacity; may return to work.
- _____ Slight limitation of functional capacity; capable of light work.
- _____ Moderate limitation of functional capacity; capable of sedentary work.
- _____ Cannot perform present work, but capable of performing another line of work.
- _____ Temporary limitation of functional capacity; temporarily incapable of any kind of work; temporarily disabled from gainful employment.
- _____ Severe limitation of functional capacity; permanently incapable of any kind of work; totally and permanently disabled from gainful employment.

4. In-Line-Of-Duty: (Complete only if "in-line-of-duty" disability retirement was checked on opposite page and injury arose out of the performance of duty. All four questions must be answered.)

- a) Is the patient's primary disability due to an on-the-job injury or illness? _____
- b) If so, what was the date of the injury? _____
- c) How do you relate the primary disability to the on-the-job injury? _____
- d) Is there any cause other than the on-the-job injury contributing to the patient's disability? Please explain: _____

Additional Comments: _____

Physician's Signature

Date

Physician's Name (Please Print)

**Florida Retirement System
Physician's Report**

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Applicant Name _____ Applicant SSN _____
Position Title _____ Employer _____

Check One:

Regular Disability: _____ Florida Statutes, Chapter 121.091(4)(b), Total and permanent disability. "A member shall be considered totally and permanently disabled if, in the opinion of the administrator, he is prevented, by reason of a medically determinable physical or mental impairment, from rendering useful and efficient service as an officer or employee."

In-Line-Of-Duty Disability: _____ Florida Statutes, Chapter 121.021(13), "Disability in line of duty means an injury or illness arising out of and in the actual performance of duty required by a member's employment during regularly scheduled working hours or irregular working hours as required by the employer . . ."

Authorization for release of medical information

I authorize my physician to release any information recorded on the examination report and any other pertinent facts and documents concerning my condition to the Florida Retirement System.

Applicant Signature Date

Physician's Statement

The patient is responsible for completion of this form without expense to the State of Florida. Please provide any additional information and copies of your office notes, if you feel they are pertinent to an understanding of this patient's condition. However, office notes CANNOT be submitted in lieu of properly completing page two of this form.

License Number _____
Issued By Florida Board of Medical Examiners Physician's Name (Please print) _____

Specialty _____ Address _____
Fax _____
Phone _____

**Florida Retirement System
Physician's Report**

Applicant Name: _____ Applicant SSN: _____

1. Diagnosis:

- a) When did you first treat this patient? Date: _____
- b) Date of most recent examination: _____
- c) Primary disabling condition: _____
- d) Secondary condition(s): _____
- e) What restrictions have you placed on the patient's activities? _____

2. Prognosis:

- a) Has the patient's condition stabilized? Yes _____ No _____
- b) Has the patient reached maximum medical improvement? Yes _____ No _____
- c) If so, when did the patient reach maximum medical improvement? Date _____
- d) Is the patient a candidate for vocational rehabilitation? Yes _____ No _____
- e) Additional comments: _____

3. Physical and/or Mental Impairment:

- _____ No limitation of functional capacity; may return to work.
- _____ Slight limitation of functional capacity; capable of light work.
- _____ Moderate limitation of functional capacity; capable of sedentary work.
- _____ Cannot perform present work, but capable of performing another line of work.
- _____ Temporary limitation of functional capacity; temporarily incapable of any kind of work; temporarily disabled from gainful employment.
- _____ Severe limitation of functional capacity; permanently incapable of any kind of work; totally and permanently disabled from gainful employment.

4. In-Line-Of-Duty: (Complete only if "in-line-of-duty" disability retirement was checked on opposite page and injury arose out of the performance of duty. All four questions must be answered.)

- a) Is the patient's primary disability due to an on-the-job injury or illness? _____
- b) If so, what was the date of the injury? _____
- c) How do you relate the primary disability to the on-the-job injury? _____
- d) Is there any cause other than the on-the-job injury contributing to the patient's disability? Please explain: _____

Additional Comments: _____

Physician's Signature

Date

Physician's Name (Please Print)

**Florida Retirement System Pension Plan
Option Selection for FRS Members**



PO BOX 9000 Tallahassee, FL 32315-9000
Local Phone: 850-907-6500 Toll Free: 844-377-1888 FAX: 850-410-2010

Member Name _____ Member SSN _____

A member must select one of the following retirement options prior to receipt of their first monthly retirement benefit.

I select:

_____ Option 1: A monthly benefit payable for my lifetime. Upon my death the monthly benefit will stop and my beneficiary will receive only a refund of any contributions I have paid which are in excess of the amount I have received in benefits. This option does not provide a continuing benefit to my beneficiary.

_____ Option 2: A reduced monthly benefit payable for my lifetime. If I die within a period of ten years after my retirement date, my designated beneficiary will receive a monthly benefit in the same amount as I was receiving for the balance of the 10-year period. No further benefits are then payable.

_____ Option 3: A reduced monthly benefit payable for my lifetime. Upon my death, my joint annuitant, if living, will receive a lifetime monthly benefit payment in the same amount as I was receiving. (Exception: The benefit paid to a joint annuitant under age 25, who is not your spouse, will be your option one benefit amount. The benefit will stop when your joint annuitant reaches age 25, unless disabled and incapable of self-support, in which case the benefit will continue for the duration of the disability.) No further benefits are payable after both my joint annuitant and I are deceased.

The social security number of my joint annuitant is _____.

_____ Option 4: An adjusted monthly benefit payable to me while both my joint annuitant and I are living. Upon the death of **either my joint annuitant or me**, the monthly benefit payable to the surviving person (my joint annuitant or me) **is reduced to two-thirds** of the monthly benefit payable while we were both living. (Exception: The benefit paid to a joint annuitant under age 25, who is not your spouse, will be your option one benefit amount. The benefit will stop when your joint annuitant reaches age 25, unless disabled and incapable of self-support, in which case the benefit will continue for the duration of the disability.) No further benefits are payable after both my joint annuitant and I are deceased.

The social security number of my joint annuitant is _____.

PLEASE COMPLETE FORM SA-1

I understand I must terminate all employment with FRS employers to receive a retirement benefit under Chapter 121, Florida Statutes. I also understand that I **cannot** add service, change options or change my type of retirement (Regular, Disability or Early) once my retirement becomes final. My retirement becomes final when any benefit payment is cashed, deposited or when my Deferred Retirement Option Program(DROP) participation begins.

Member Signature: (sign in the presence of a Notary) _____

Notary: State of Florida, County of _____, The above named person who has sworn to and subscribed before me this _____ day of _____ 20 _____ and is personally known _____ or has produced _____ as identification.

Signature of Notary Public

Print, Type or Stamp Commissioned Name of Notary Public

**Florida Retirement System Pension Plan
Spousal Acknowledgment Form**



PO BOX 9000 Tallahassee, FL 32315-9000
Local Phone: 850-907-6500 Toll Free: 844-377-1888 FAX: 850-410-2010

Member Name: _____ Member SSN: _____

CHECK ONE OF THE FOLLOWING:

MARRIED: _____ YES _____ NO IF YES AND YOU SELECTED OPTION 1 OR 2,
YOUR SPOUSE MUST ALSO COMPLETE BOX 2.

Notarized Signature of Member: _____

1 **Notary:** State of Florida, County of _____. The above named person who has sworn to and
subscribed before me this _____ day of _____ 20____ and is personally known _____ or
produced _____ as identification.

Signature of Notary Public - State of Florida

Print, Type or Stamp Commissioned Name of Notary Public

SPOUSAL ACKNOWLEDGMENT: I, _____ being the spouse of the above named
member, acknowledge that the member has selected either Option 1 or 2.

Notarized Signature of Spouse: _____

2 **Notary:** State of Florida, County of _____. The above named person who has sworn to and
subscribed before me this _____ day of _____ 20____ and is personally known _____ or
produced _____ as identification.

Signature of Notary Public - State of Florida

Print, Type or Stamp Commissioned Name of Notary Public

The following is an explanation of all four Florida Retirement System Options:

- Option 1: A monthly benefit payable for my lifetime. Upon my death, the monthly benefit will stop and my beneficiary will receive only a refund of any contributions I have paid which are in excess of the amount I have received in benefits. This option does not provide a continuing benefit to my beneficiary.
- Option 2: A reduced monthly benefit payable for my lifetime. If I die within a period of ten years after my retirement date, my designated beneficiary will receive a monthly benefit in the same amount as I was receiving for the balance of the 10-year period. No further benefits are then payable.
- Option 3: A reduced monthly benefit payable for my lifetime. Upon my death, my joint annuitant, if living, will receive a lifetime monthly benefit payable in the same amount as I was receiving. (Exception: The benefit paid to a joint annuitant under age 25, who is not your spouse, will be your option one benefit amount. The benefit will stop when your joint annuitant reaches age 25, unless disabled and incapable of self-support, in which case the benefit will continue for the duration of the disability.) No further benefits are payable after both my joint annuitant and I are deceased.
- Option 4: An adjusted monthly benefit payable to me while both my joint annuitant and I are living. Upon the death of either my joint annuitant or me, the monthly benefit payable to the survivor is reduced to two-thirds of the monthly benefit received when both were living. (Exception: The benefit paid to the joint annuitant under age 25, who is not your spouse, will be your option one benefit amount. The benefit will stop when your joint annuitant reaches age 25, unless disabled and incapable of self-support, in which case the benefit will continue for the duration of the disability.) No further benefits are payable after both my joint annuitant and I are deceased.