

RETIREE INSTRUCTIONS

PENSIONERS

Re: Section 11.

You need to show where income is coming from. "Retired" is insufficient."

If you are receiving a pension from an agency or company, list date hired to present.

Enter applicable employer code. "9" for civilian companies other than federal contractors.

Enter name of agency or company that is issuing pension check.

Enter last title and insert (Ret.) next to it.

Enter address, city and state & tel number, if known, of agency or company that disburses check.

Leave supervisor section blank and insert "N/A."

Under "previous periods of activity, enter as follows:

First line:

Enter date hired to date retired.

Enter last title.

Enter supervisor if known.

Second line:

Enter date retired to present.

Enter last title and insert "(Ret.)" next to it.

Enter "N/A" in supervisor section.

Third line:

Enter "N/A."

If no other employment exists, enter "N/A" next to all section numbers. One "N/A" will suffice for each section.

SOCIAL SECURITY RECIPIENTS (If social security is your only source of income):

Enter date retired to present.

Enter code 9.

For employer, enter "Receiving social security."

In title section, enter "Retired."

On line two, cross out the word "employer, leaving only "verifier. Enter: Social Security Admin.

Enter "N/A" in all remaining boxes of section.

Enter "N/A" in all unused sections next to section number. One "N/A" will suffice for each unused section.

For sections where there are entries, an "N/A" is required in all unused boxes.