

## **Retirement System Appointment**

**Please bring the following items to your appointment:**

\_\_\_ Completed Federal W-4P

\_\_\_ Completed State Tax form if outside Missouri

\_\_\_ Voided Check or Direct Deposit Letter

\_\_\_ Spouse's Driver's License - Copy

\_\_\_ Spouse's Social Security Card - Copy

\_\_\_ Marriage Certificate - Copy

\_\_\_ Separation Clearance Form from Personnel Records

\_\_\_ Notice of Group Ins. Coverage Cancellation from the Benefits Unit