


How to Complete the Retirement Payout Distribution Request Form

Click on this link to be directed to the [Retirement Payout Distribution Request Form](#).

Complete your PID, Full Name and your Last Day Worked.

Expand each Payout by clicking the arrow to the right of each. Use the drop-down to elect how you would like to receive your payouts.



"A Climate For Success"
LOUDOUN COUNTY
Public Schools

LCPS Retirement Payout Distribution Request

Eligibility for Payout of Sick Leave and Salary Supplement per LCPS Policy 7-50:

- Eligible for Retirement under Virginia Retirement System and must have filed the VRS Retirement benefit application.
- Retirement after 10 consecutive years of full time LCPS service, which must immediately precede the retirement year in Loudoun County Public Schools.

Any fields marked with an asterisk * are required.

Employee Information

PID *

Full Name *

Last Day Worked *

Sick Leave Payout

Sick Leave Payout Request

Subject to Annual Maximum Limit

Retiree Bonus Payout

Retiree Bonus Payout Request

\$500.00 minimum / \$2,500.00 maximum

Annual Leave Payout Request

Annual Leave Payout Request

(12 month working employees)

Electronically sign by clicking the "Sign" button on the Laserfiche form. Type your name in the top dialog box and click on the green "Sign" button. Click Submit.

If eligible, I want to receive my retirement payouts per the instructions above. I understand that payments of my retirement payouts are subject to the limitations of the School Board regulations.

All leave balances are estimates and will be adjusted if you are not working until the end of your contract. If you wish to shelter any part of your final payout, there will still be tax implications. Please make an appointment with Payroll to discuss the details of FICA withholding. Questions? Please call Payroll at 571-252-1260.

Signature *

Sign

Date

Date will be captured on form submission

Submit