

What should I do if I have not received my pension check/payment?

If you have not received your payment within seven (7) business days, please notify the Office of Pensions.

If you receive a check, it cannot be processed until seven (7) business days from the last day of the month. Again, we strongly encourage you to participate in direct deposit, to avoid the above.

What will my net monthly pension be?

This depends on the amount of federal and state income taxes you elect to have withheld from your pension check as well as any benefit premium deductions that you elect.

For more information, please see State Employees' Pension Summary Plan Description, pg. 21.

How do I change my current direct deposit?

A Direct Deposit (Form DA) is on our website (under Retiree Forms) this form will need to be printed and completed with new banking information, along with information regarding continuing with any additional accounts (if applicable). The Office of Pensions will also accept a letter from your new bank with routing number, new account number, must be signed and dated by pensioner, along with your pension ID number. The completed form can be mailed, faxed, or scanned and emailed to our office for processing.

How do I change my Tax exemptions/allowances?

An IRS W-4P (federal) form and State of Delaware Tax Withholding In Lieu of DE-W4 (State of Delaware) form is on our website (under Retiree Forms) the form(s) will need to be printed and completed. The completed form(s) can be mailed, faxed, or scanned and emailed to our office. NOTE: The Office of Pensions cannot withhold taxes for another state.