This is a comprehensive list of the Administrative Regulations and Forms for the City of Boca Raton Executive Employees' Retirement Plan. If you would like a copy of any of these documents, please contact the Administrator at FMPTF@flcities.com.

## Part 1: Administrative Regulations

#001	Calculation of Interest on Member's Contribution	3
#002	Beneficiary and Joint Annuitant Designations	4
#003	Qualified Domestic Relations Order Policy	7
#004	Change to a Non-Spouse Joint Annuitant after Retirement	10
#005	Procedures for the Self-Directed DROP	14
#006	Procedures for Applying Section 415(b) Benefit Limit and the Preservation Benefits Plan	
#007	Payment of fees related to actuarial calculations	19

## Part 2: Forms

Enrollment/Beneficiary Designation Acknowledgement of Over/Under Payment Policy Purchase of Prior Service Calc Request Benefit Calculation Request form **Application for Retirement Benefits** Member's Election of Retirement Benefits Application for Deferred Retirement Benefits Notice of Election to Participate in the DROP Irrevocable Letter of Resignation Self-Directed DROP Participation Agreement Notice to Transfer to Self-Directed DROP Request for Conversion from DROP to Normal Retirement Application for Refund of Member Contributions (Member request) Application for Refund of Member Contributions (Beneficiary request) **Direct Deposit Agreement Special Tax Notice Death Benefit Application** Change of Joint Annuitant Form Election of Health Insurance Continuation and Authorization for Insurance Premium Deductions

Summary Plan Description after 10/1/2010 Summary Plan Description on and before 9/30/2010