

Scheduling Your Retirement Out-Processing Meeting

Once you have your finalized retirement date and given your resignation letter to your department, please contact Fannie Layer at 972-941-5019 or fanniel@plano.gov to schedule your retirement out-processing. This meeting will need to be scheduled around 30 - 60 days prior to your retirement date.

The meeting will take approximately 1 hour. Below are items you will need to bring with you to the meeting:

- Driver's license
- Copy of spouse's driver's license
- Voided check
- Beneficiary information to include:
 - Name
 - Social Security number
 - Address
 - Date of birth
- Medicare card, if applicable

