



**CITY OF NORWICH
CONNECTICUT**

Date:

To: Members of the Volunteer Fire Relief Fund Committee

From:

Subject: Refund of Relief Fund Contributions

In accordance with the City of Norwich Volunteer Fire Fighter's Relief Fund Plan, I hereby request that all contributions I have made to the Plan be refunded to me with credited interest.

As a Member of the _____
I was given an opportunity to join the Relief Fund Plan, but because of personal circumstances, I no longer wish to continue to be a participant of the plan. I understand that should I decide to become a participant of the plan at a later date, it will be in accordance with City Ordinance No. 1129, Article VII, Section 7.2 of the plan (as amended by Ordinances 1305, 1443, and 1547).

Member Signature

Date

Chief's Signature

Date

PLEASE PRINT THE FOLLOWING INFORMATION

Name

Date approved by Committee

Address

By (signed)

Social Security Number

Procedure for return of contributions from the Volunteer Firefighters' Relief Fund:

- 1) Firefighter fills in, signs, and dates the request and submits it to his/her Chief.
- 2) Fire chief signs and dates the request and submits it the Committee via the Company's representative on the Committee.
- 3) Committee approves the request at Committee meeting and the Chairperson of the Committee signs and dates the form. The Chairperson gives the request to the Comptroller.
- 4) The Comptroller give copies of the approved request to the Fire chief, the Committee and the Treasurer.
- 5) The Treasurer calculates the refund with interest and gives to Accounts Payable Clerk to pay.
- 6) The check is mailed to the Firefighter at address provided on form.