



Firefighters' & Rescue Squad Workers' Pension Fund Helpful Tips & Checklist

Firefighter Eligibility

To be an "eligible firefighter," you must be 18 or older and belong to a fire department that:

- is rated by the Fire Insurance Rating Bureau and is certified by the Department of Insurance as not less than a Class "9S" department,
- files a roster annually with the North Carolina State Firefighters' Association, which is forwarded to the Pension Fund by January 31 each year, and
- holds training sessions at least 4 hours monthly for which members are required to attend at least 36 hours per year.

Rescue Squad Worker Eligibility

To be an "eligible rescue squad worker," you must be 18 or older and belong to a rescue squad that

- is eligible for membership in the North Carolina Association of Rescue and Emergency Medical Services Inc.,
- files a roster annually with the North Carolina Association of Rescue and Emergency Medical Services Inc., which is forwarded to the Pension Fund by January 31 each year, and
- attends a minimum of 36 hours of training sessions each year.

Your member handbook is your one-stop resource for all the details and laws that impact your pension benefits.
myNCRetirement.gov

FRSWPF Handbook

PENSION

WEBINAR

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Becoming a Member

To become a member of this pension fund, you must:

- Complete an enrollment application (Form 350, Enrolling in the Firefighters' and Rescue Squad Workers' Pension Fund) through your department or squad, and
- Mail your completed application and the first payment (\$15) to:

Firefighters' and Rescue Squad Workers' Pension Fund
Department of State Treasurer
3200 Atlantic Avenue
Raleigh NC 27604

Cash is not accepted as a form of payment. The acceptable methods of payment are personal check, money order, or cashier's check. Contributions may be sent monthly (\$15). The total annual contribution (\$180) must be received by March 31 of the following year.

- We recommend you complete **Form 2FR (Designating Beneficiary(ies) for the Firefighters' and Rescue Squad Workers' Pension Fund)** as soon as possible and mail it to the address above or by email to Specialty.Plans@nctreasurer.com.

Register for ORBIT

Once you are enrolled in the pension, you should register for ORBIT, the online portal for members.

- Visit ORBIT** (ORBIT.myNCRetirement.gov). Log in with your existing ID.me account or create a new account. Once verified, consent to sharing your information with the North Carolina Retirement Systems
- Designate beneficiaries** in ORBIT by clicking the Maintain Beneficiaries tab. This feature is available for active members and updates are effective immediately
- Track your service and contributions.** For the FRSWPF, this is updated on an annual basis after March 31 of the following year.

If you have questions regarding your account, service and/or contributions, you can send an email to Specialty.Plans@nctreasurer.com. You may also call the Specialty Plans team at (919) 814-9814.