



CITY OF NORWICH  
CONNECTICUT

Date:

To: Comptroller of the City of Norwich  
100 Broadway, Room 105  
Norwich, CT 06360

From:

Subject: Refund of Relief Fund Contributions

In accordance with the City of Norwich Volunteer Firefighter' 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 Norwich Code of Ordinances Chapter 8, Article IV, Section 8-78 (b).

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Comptroller's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chief's Signature

\_\_\_\_\_  
Date

Please print the following information:

\_\_\_\_\_  
Name

\_\_\_\_\_

\_\_\_\_\_  
Address

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

- 1) Member fills in, signs, and dates the request and submits it to the Comptroller.
- 2) Comptroller compares the refund request to the Finance Department's records and confirms the data with the Member's Volunteer Fire Department's representative on the Volunteer Firefighters' Relief Fund Committee.
- 3) The Comptroller and Volunteer Fire Chief sign the form.
- 4) The Comptroller calculates the refund with interest.
- 5) The check is mailed to the Member at address provided on form.