RETIREMENT CHECKLIST

Planning to retire in the next 12 to 36 months? If so, now is the time to begin taking specific steps towards that goal. This checklist provides a general timetable for retirement preparation, but please consult your employer's Human Resources office and any other plans' specific guidance.

ONE TO THREE YEARS OUT

- Register with the state pension plan (if applicable)
- Register online for each personal retirement account [401(k), Roth IRA, pension, etc.)
- Apply to purchase any eligible pension service time (if allowed by plan)
- Apply for any eligible military credit (if allowed by plan)
- Contact the Social Security Administration for a benefit estimate

TWELVE MONTHS OUT

- Request a monthly benefit estimate from personnel or pension plan administrator

SIX MONTHS OUT

- Schedule an appointment with HR or Retirement Agency to review estimated benefits
- Discuss estimated beneifts/options with family and financial advisor
- Inquire with HR whether you may continue employer-provided benefits, such as health insurance, after retirement
- For options other than "Single Life," obtain birth certificates for beneficiaries. If divorced, provide divorce decree
- Prepare a retirement budget, estimating retirement expenses against pension benefit, social security, and any other income
- Undergo a medical check-up, if eligible
- Update or prepare a will or trust

NATIONAL STAFF ORGANIZATION

THREE MONTHS OUT

Contact Social Security to file for benefits (if eligible and desiring to commence benefits)

TWO TO THREE MONTHS OUT

- Contact personnel office or plan administrator to file the retirement application
- Provide proof of birth for designated beneficiary(ies)
- Complete authorization forms to continue eligible health coverage and other employer benefits
- Complete a Federal and State Tax Withholding Request (IRS Form W-4P)
- Contact the Social Security Administration for a benefit estimate

PRIOR TO RETIREMENT

Submit a formal letter of retirement to employer as per plan/employer requirements

FILING CHECKLIST

Forms to provide the necessary information to initiate important benefits and services. Because incomplete or inaccurate information hinders benefits processing, it is essential that all forms be properly executed. Before filing any retirement form, refer to this checklist:

- Have you read all explanatory information before signing?
- Is your Social Security Number correct?
- Has your Retirement Administrator/Personnel provided requested information and signed the form?
- Does the form require notarization?
- Did you keep a copy of the form for your files?
- Did you include required supporting documents with your form?
- If applicable, did you include proof of date of birth for beneficiary(ies)?