

Planning for Retirement Check List

For detailed information on each item, please review OPM's "Thinking About Retirement?" brochure.

Five or More Years Before Your Planned Retirement Date:

- Contact your personnel office and request to attend a pre-retirement counseling seminar, if available at your agency.
- Make sure your records are complete. Ask your servicing personnel office for the following:
 - A listing of all periods of civilian and military service that are verified in your Official Personnel Folder (OPF).
 - Verification that you will meet the age and service requirement (and any other applicable requirement) for retirement on your proposed retirement date.
 - An annuity estimate so that you can determine whether your annuity, along with any expected income from other sources, will meet your needs at the time you plan to retire.
 - If you are enrolled in the Federal Employees Health Benefits (FEHB) program, ask for verification that your personnel file contains your latest enrollment form that identifies your present plan, type of enrollment (self only or self and family), and option (high or standard).
 - If you are in the Federal Employees Group Life insurance (FEGLI) program, ask for verification that your present coverage is documented in your personnel file.
 - Confirm who would be entitled to receive life insurance and other monies that would become payable in the event of your death.
 - Find out if you will be eligible for a Social Security benefit. Call the Social Security Administration at (800) 772-1213 to ask for SSA-7004-PC, *Request for Earnings and Benefit Statement*, to get a record of your earnings under Social Security and, if you will be eligible, an estimate of the payment you may receive.

One Year Before Retirement:

- Ask your agency for the "*Checklist for Employees Preparing to Retire*" and the "*Checklist for Health Benefits and Life Insurance Coverage*"
- Confirm that nothing has changed that would affect your planning.
- You and your spouse may want to attend another pre-retirement seminar, if available.
- Request an updated retirement estimate.
- Make an appointment with your servicing personnel office to go through everything and verify that any needed action to verify or document your service and insurance coverage has been done.
- Review your survivor benefit options.
- Obtain current information about expected income from other sources.
- If you are enrolled in the Federal Employee Health Benefits program, verify that you are eligible to continue your coverage as a retiree.
- If you are in the Federal Employee Group Life Insurance (FEGLI) program, verify that you will be able to continue your coverage into retirement, and ask how much the amount of insurance you want

to keep as a retiree will cost you.

- Check any designations of beneficiary you have on file to be sure that they reflect your current needs.
- If you have not already done so, inform your supervisor of your intended retirement date.

Two Months Before Retirement:

- Choose your exact retirement date, if you have not already done so.
- Obtain all the necessary forms and complete them.
- Submit all your forms to your supervisor or servicing personnel office. **Keep a copy for your own records.**
- If you have a Thrift Savings Plan (TSP) account, your agency will provide you with a withdrawal package after you retire.
- If you are within 3 months of age 62 or older, you must contact the Social Security Administration directly to apply for any Social Security retirement benefit you are eligible for.
- If you are within 3 month of age 65, or older, you should contact the Social Security Administration to apply for Medicare, in addition to the Social Security retirement benefit.

Retirement:

- Enjoy!**