

Retirement - Timeline

3-4 Months	1-2 Months	Last Day
<p data-bbox="338 508 1241 570">Notify department & HR, in writing, of your retirement date.</p>	<p data-bbox="552 607 1031 672">Contact TIAA-CREF and/or Fidelity to obtain paperwork.</p> <p data-bbox="552 724 1077 789">Contact Social Security to request Social Security Income.</p> <p data-bbox="552 833 1003 935">Contact Social Security to request Medicare Part B for anyone over age 65.</p> <p data-bbox="884 979 1415 1114">Notify HR, in writing, which insurances you wish to continue and complete appropriate enrollment forms if over age 65.</p>	<p data-bbox="1341 1157 1787 1260">Turn in keys, uniforms and any College owned property.</p> <p data-bbox="1419 1304 1730 1333">Enjoy Retirement!!</p>

See next page for details on each step.

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As Early As Possible:

- Notify the department and HR, in writing, of your intent to retire as of a specific date.

Approximately 3 Months Before:

- Contact TIAA-CREF and/or Fidelity Investments to obtain appropriate paperwork for collecting your retirement. It normally takes 2 to 3 months to get the payments started.
- Contact Social Security to start your Social Security checks, if you are eligible and have not started collecting yet. This can be done online at www.socialsecurity.gov.
- Contact Social Security if you or a spouse/partner, on your insurance, is over age 65. Notify Social Security that you will need Medicare Part B coverage starting the first of the month following your retirement date. Part B is required as a retiree.

Approximately 1 To 2 Months Before:

- Respond to notice from Human Resources regarding benefits and indicate your interest in continuing or cancelling your insurances. A new medical application will be required for anyone over age 65 on the medical insurance.

Last Day:

- Turn in any keys, uniforms and any other College owned property.
- Walk out the door and enjoy retirement!