



## *Retirement Timeline*

### **As Early As Possible:**

- Notify the department and HR, in writing, of your intent to retire as of a specific date.
- Make an appointment with Brittany Rapp or Jennifer Blessing to review information for what's to come.

### **Approximately 3 Months Before:**

- 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](http://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:**

- Contact TIAA and/or Fidelity Investments to obtain appropriate paperwork for collecting your retirement.

### **Last Day:**

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