

USU RETIREMENT CHECKLIST

Benefits Department

435-797-0122

Submit a letter announcing your retirement to your department and cc HR Benefits.

If you are applying for Full Retirement, discuss your plans with your department at **least 1 month** in advance when possible. Academic year faculty should discuss this with their department 9 months prior when possible.

If you are applying for participation in the Early Retirement Incentive Program or the Phased Retirement Option, and you are on an academic year calendar, submit a written request to your department head or director at **least nine months prior** to your anticipated retirement date when possible. Academic year faculty may only enter into Early Retirement or Phased Retirement January 1 or July 1.

If you earn annual leave, your remaining annual leave, up to the maximum defined in University Policy, will be paid to you following your retirement (usually within one pay period). Vacation hours in excess of the maximum (240 hours) will not be paid out. Sick leave is not paid out.

Immediately before or soon after retirement, obtain a new University ID card at the Card Office in the Taggart Student Center.

Retirement Plan

Fidelity: 1-800-343-0860

Utah Retirement Systems: 800-365-8772

TIAA/CREF: 801-883-5100

- Contact your applicable retirement plan administrator at **least four months prior** to retirement for an income illustration/retirement estimate and to request application forms.
** NOTE: Your first retirement check is often delayed by two months. Prepare in advance to meet cash needs during that time.*
- Obtain adequate copies of your birth certificate. Do the same for your spouse. These may be used when initiating income options from your retirement company.
- If you are enrolled in a 403(b) and/or 457(b) supplemental retirement plan, notify the carrier of your intention to retire **2-4 months** in advance of your expected retirement date if you intend to begin receiving retirement income.

Social Security Administration

Social Security Administration: 1-800-772-1213 or online at www.ssa.gov

Centers for Medicare and Medicaid Services: 1-800-MEDICARE or online at www.medicare.gov

Local offices:

- 175 E. 400 S. Suite 500 Salt Lake City 1-866-851-5275 or
- 348 E. Winchester St. Suite 100 Murray 1-866-690-1947

- Contact the Social Security Administration three months prior to retirement to discuss benefit eligibility and, if desired, apply for benefits.