Preparing to Enter DROP (FRS Pension Plan only)

Congratulations on your upcoming retirement! The information below is designed to help guide you through the transition from employee to retiree.

People First ID: _______________

Retirement Date: ________________ **Insurance Benefits End Date:** __________________

Final Paycheck: _________________ **Leave Cashout Date:** _________________________

6-month window prior to planned DROP entry date:

- ☐ Contact the HR Benefits team to schedule a meeting to review your retirement estimate.
- ☐ Contact the Division of Retirement for an *official* estimate at: www.myfrs.com or at (844) 377-1888.
- ☐ Schedule an appointment with the HR Benefits team to submit your DROP Retirement Packet. Be sure to bring your identification and a copy of your marriage certificate (if you chose option 3 or 4 on the FRS-11o form). Note: HR has notary services available.

As you approach your DROP end date:

- ☐ Complete the DP-TERM form that is sent to you from the Division of Retirement. HR will also need to sign off on this form.
- ☐ Complete the DP-PAYT form that is sent to you from the Division of Retirement.
- ☐ Contact the People First Service Center at (866) 663-4735 if you desire to enroll in retiree health and life insurance coverage.
- ☐ Contact Social Security for Medicare enrollment at www.ssa.gov or by calling (800) MEDICARE (800-633-4227).

Within 30 days after retirement:

- ☐ Complete the Health Insurance Subsidy (HIS-1) form. You will receive this form from the Division of Retirement after submission of the completed DP-TERM and DP-PAYT forms. The form can also be downloaded at: HIS-1 form
- ☐ Complete the Direct Deposit Authorization form. You will receive this form from the Division of Retirement after submission of the completed DP-TERM and DP-PAYT forms.