



Preparing to Retire from the FRS Pension Plan – Service Retirement

Getting ready to retire can be an exciting time, but it can also feel overwhelming. 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:** _____

Service Retirement Checklist (excludes DROP participants)

6-month window prior to planned retirement 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 at (844) 377-1888.
- Schedule an appointment with the HR Benefits team to submit your [Service 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. Please note: HR has notary services available.
- Submit your retirement/resignation letter to your department supervisor.

Immediately after your retirement date:

- Contact the People First Service Center at (866) 663-4735 if you desire to enroll in retiree health and/or life insurance coverage.
- Contact Social Security for Medicare enrollment at www.ssa.gov or by calling (800) MEDICARE (800-633-4227).