



Preparing to Retire from the SUSORP State University System Optional Retirement Plan

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:** _____

Prior to retirement date:

- Schedule an appointment with HR Benefits team to submit the completed [ORP-RETIRE](#) form to HR for signature. HR will then forward on to the Division of Retirement for final signature. Please note: HR has notary services available.
- Contact your investment provider company to request the distribution documents. Return the completed documents back to your investment provider company. The Division of Retirement will authorize your distribution by sending your approved application to your investment provider company once you have remained off all SUSORP and FRS employer payroll for three full calendar months.
- Submit your retirement/resignation letter to your department.

Immediately after retirement date:

- Contact the People First Service Center at (866) 663-4735 if you desire to continue your insurance with the State of Florida. Retirees from the FRS Investment plan must wait three full months from their retirement date before they are eligible to take a distribution from their retirement plan. During that time, you can elect COBRA through the State of Florida. Once you take a distribution from your retirement plan you can contact People First to switch from COBRA coverage to retiree health insurance.
- Contact Social Security for Medicare enrollment at www.ssa.gov or by calling (800) MEDICARE (800-633-4227).