

RETIREMENT PLANNING CHECKLIST

1+ YEARS BEFORE RETIREMENT:

- ❑ **Log into your account at ERSRI.org to:**
 - Confirm your personal information is correct. If any corrections are required, be sure to follow up with your employer.
 - Confirm that your beneficiary is on file. If you haven't named a beneficiary, please complete and return a Beneficiary Designation form.
 - Run a preliminary pension benefit estimate online, using the Pension Projection tool.
- ❑ **Contact TIAA** at www.tiaa.org/contact to meet with a financial planner to discuss your withdrawal options for your Defined Contribution plan.

PRIOR TO YOUR TERMINATION DATE:

- ❑ **Review the "How to complete Your Retirement Paperwork"** available on ERSRI.org/forms/member or contact ERSRI if you have questions about your retirement paperwork.
- ❑ **Complete and return the Required Retirement Paperwork (listed below) to ERSRI** before terminating your employment.
 - Application for Retirement
 - Retirement Benefit Statement
 - Direct Deposit Form
 - Tax Withholding Form
- ❑ **Depending on your personal circumstances** you may be required to submit additional paperwork to ERSRI.
 - **Divorce Paperwork:** if you were divorced during public service and your retirement benefit was subject to your divorce decree, please submit your final court entered divorce judgement and property settlement agreement.
 - **Spouse or Beneficiary Proof of Age:** if you are selecting a Joint and Survivor payment option (Option 1 or 2) please provide a copy of your beneficiary's birth certificate or passport.
 - **Salary Verification for Service Credit:** if you were provided with this form, please have your employer complete and return it to ERSRI.
 - **Verification of Retroactive Salary form:** if ERSRI provided you with this form, please have your employer complete and return it to ERSRI.
 - **Teacher Day Count form:** if ERSRI provided you with this form, please have your employer complete and return it to ERSRI.

6-12 MONTHS BEFORE RETIREMENT:

- ❑ **Contact ERSRI** to schedule an appointment for retirement counseling.
- ❑ **At your appointment**, you'll receive your estimated pension benefit amount along with all the paperwork you'll need to complete for retirement.
- ❑ **Contact your employer** to learn more about your retiree healthcare options. State employees can also visit www.employeebenefits.ri.gov for more information.

2-3 MONTHS BEFORE RETIREMENT:

- ❑ **Notify your employer** of your intention to retire and provide them with the Employers' Certification of Retirement form, which you'll receive at your ERSRI retirement appointment. This form must be completed and returned to ERSRI by your employer. ERSRI cannot begin processing your pension benefit until we receive this form. Ensure your employer completes and returns the form to ERSRI when you terminate employment.

AT TIME OF RETIREMENT:

- ❑ **Follow up with your retirement counselor** to confirm that they received all of your retirement paperwork.
- ❑ **Please note** that it typically takes two to three months from the date of retirement to receive your first pension payment. Your benefits will be paid retroactively to your date of retirement.

2-3 MONTHS AFTER YOUR RETIREMENT DATE:

- ❑ **You can expect to receive your first pension payment within 2-3 months** of your retirement date. Your first payment will be retroactive to your date of retirement and will be deposited directly into your bank account, using the information you provided to ERSRI at the time of your retirement.
- ❑ **Your ongoing pension payments** will be deposited directly into your account on the last business day of each month.
- ❑ **Log into your online account** at ersri.org to review your payment information and confirm all requested deductions are being properly withheld.