



Human Resources

PRE-RETIREMENT CHECKLIST

Prior to retirement:

- Discuss your plans and expected retirement date with the Director of Human Resources.
- Evaluate health plan options during Open Enrollment Period and sign up for the plan in which you wish to participate as a retiree. Compare retirement benefits of spouse's coverage, if applicable; e.g., does spouse's employer permit coverage after retirement? Weigh carefully decision to transfer coverage to spouse if he or she may terminate versus retire and lose coverage.
- If you plan to retire within the next six months, sign up for Medicare Parts A and B at your local Social Security Office (800-772-1213), preferably 90 days prior to your 65th birthday. If you plan to continue working, the College's group health plan provides primary coverage. Enrollment in both Parts A and B is required at retirement after age 65.
- Obtain certified copies of your birth certificate in advance of applying for Social Security benefits. Lack of adequate evidence of age may delay your application.
- Contact the Benefits Office in writing at least 60 days prior to retirement for assistance in applying for retirement benefits and to help ensure a smooth transition to retiree life and health programs.
- If you are retiring and enrolled in Medicare, you should sign up directly with the Medicare-coordinated program with your health plan, preferably 45-90 days prior to retirement.
- Notify the Human Resources Office if you are interested in supplementary part-time or on-call employment after retirement.
- At any time:** Make an appointment with the Director of Human Resources or the Benefits Office and ask questions. We are here to give you assistance and clarify College policies.