

Retirement Countdown Checklist

5 or more years before retirement

- Contact your agency's benefits office and use other available resources to:
 - Discuss your options for survivor benefit elections
 - Determine if you have any outstanding civilian and/or military deposits or civilian redeposits
 - Understand your benefits
- Review your personnel records for completeness
- Determine your first eligibility date for retirement

1 to 2 years before retirement

- Request an annuity estimate for one or two possible retirement dates
- Meet with a specialist in your agency's benefits office to review your CSRS/FERS annuity estimate and discuss any questions regarding your retirement
- Review health insurance, life insurance, and TSP
- Pay any financial debts to your agency and pay off TSP loans
- Make final decision about paying deposits, redeposits, and military deposits and waiving military retired pay (if applicable)

4 to 6 months before retirement

- Request a retirement application package from your agency's benefit office
- Review the forms and request a consultation, if necessary
- Choose a specific retirement date, complete the necessary paperwork, and request a final annuity estimate for that selected date

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continued

3 months before retirement

- Submit your retirement application CSRS (SF2801) or FERS (SF 3107) at least 30 days prior to your retirement or possibly sooner if requested by your agency
- Make sure your time and attendance clerk is aware of your retirement date

1 month or less before retirement

- Review and sign the Certified Summary of Federal Service (SF 2801-1 for CSRS; or SF 3107-1 for FERS) as completed by your agency
- Request a final consultation with your agency's benefits office. This may be your last opportunity to ask about the following:
 - What is the timeframe for receiving your lump-sum payment for annual leave?
 - How long will it take your agency to submit a retirement application to OPM? (It should be within 30 days of your separation.)
 - What is the name and phone number of your agency retirement specialist and your payroll office contact for any questions you may have after you leave?