



Retirement Readiness Checklist

As you make your best effort to plan for your future, preparation is the key to success. The steps below are for active employees to take as they prepare to retire. Checklists will help you transition from an active employee to a retiree.

If you have any questions/concerns, please email benefits@spcollege.edu

REQUEST INFORMATION **WITHOUT** A DEFINITE RETIREMENT DATE:

- Completes [FR-9 Information Request](#). After completing the employee section of the form, send it to the Human Resources Benefits Team so that the Employer portion can be completed and submitted to FRS.
- Human Resources will fax the completed form to FRS on your behalf and email you a copy for your records.
- After submission, you can check the status of your form after 3 business days within your MyFRS account or by calling the MyFRS Financial Guidance Line toll-free at 1-866-446-9377 (TRS 711).

YOU **HAVE** A DEFINITE RETIREMENT DATE:

- Completes [FRS-11 Application for Retirement Benefits](#). *This form requires notarization before sending to Human Resources Benefits Team* for the employer portion to be completed.
- After completing the employee section of the form, send the notarized form to the Human Resources Benefits Team so that the Employer portion can be completed and submitted to FRS.

Please note: Your retirement will not be finalized until the FRS-11 Option Form has been submitted. If birth verification not available when employee submits FR-11, process FR-11 and follow-up with birth verification (for employee and joint annuitant if they choose Option 3 or 4)

YOUR LAST MONTH OF EMPLOYMENT

- Review the Retiree FAQ document.
- Meet with your leadership team to ensure your retirement PAAR has been submitted to Human Resources.
- If you intend to subsidize the cost of your retirement health insurance, be aware of your benefit elections and complete a Health Insurance Subsidy (HIS) form.

AFTER RETIREMENT

- Make sure FC-1 is received no later than the 5th of the month in which the retirement is effective. Fax or mail FC-1 to FRS. **Please note:** FC-1 are completed and process by SPC Payroll team. For inquiries, please contact payroll@spcollege.edu
- Retiree COBRA Packets are automatically mailed within the first 5 days of each new month. Please review, complete and return your COBRA elections within the enclosed envelope (if applicable).
- Employment Termination are reported to [OMNI/TSA](#) for Voluntary Retirement Programs, ORP, Alternative to Social Security accounts. You must initiate withdrawal from your elected investment provider to begin the process of accessing your funds.