



# Retirement Planning Timelines and Checklist

## One to Two Years Prior to Retirement

Review applicable retirement options.

- Attend a Seattle Colleges Benefits Retirement Workshop to receive general information.
- DRS plan participants: Register to attend a Retirement Webinar at [www.drs.wa.gov/life/retire](http://www.drs.wa.gov/life/retire).
- Review “Benefits Estimator” tool on Department of Retirement Systems (DRS) website (DRS plan participants only).
  - If you are enrolled in Plan 3, decide when you want to begin receiving payments from your investments. Contact the DRS record keeper, Voya Financial at 888-327-5596, with questions.
- State Board Retirement Plan (SBRP) participants: Arrange to meet with a TIAA representative to discuss withdrawal options.
- State Board Voluntary Investment Program (SBVIP) participants: Arrange to meet with a TIAA representative to discuss withdrawal options.
- WA State Deferred Compensation (DCP) participants: contact Voya Financial to discuss withdrawal options.
- Create your “**my Social Security**” **account** online at [www.ssa.gov](http://www.ssa.gov).
- Attend a PEBB webinar to learn about retiree healthcare eligibility criteria, medical, dental, and vision plans available, monthly premiums, and how to enroll at [www.hca.wa.gov/employee-retiree-benefits/retirees/retirement-webinars](http://www.hca.wa.gov/employee-retiree-benefits/retirees/retirement-webinars).

## 3 to 12 Months Prior to Retirement

- DRS plan participants only PERS & TRS: Request an official pension estimate through your online DRS account or over the phone.
- State Board Retirement Plan (SBRP) participants: Arrange to meet with a TIAA representative to discuss withdrawal options.
- Review your online account with Social Security.
- Enroll in Medicare (three months prior to age 65) at [www.medicare.gov](http://www.medicare.gov).
  - If enrolling in Medicare at age 65 or older, contact the Seattle Colleges Benefits Office for a “request for employment information” form.

## 30 to 60 days Prior to Retirement

- DRS plan participants only PERS & TRS: Apply for pension either online or by mailing forms to DRS.
- Apply for Retiree Medical, Dental, and Vision Coverage with the Health Care Authority.
- If you qualify, apply for Public Service Loan Forgiveness (PSLF) at [wsac.wa.gov/PSLF](https://wsac.wa.gov/PSLF).  
NOTE: You must be employed in the public sector when you apply. You'll lose eligibility for this program once you retire.

## During the Month Prior to Retirement

- If looking to return to work at Seattle Colleges or other Washington State agency, review post-retirement employment rules under “Returning to Work” on the Seattle Colleges Benefits website.
- Contact your campus Transportation Office to stop deductions for ORCA pass or parking permits.
- Those who are not faculty should Contact Payroll/Benefits with questions about unused vacation and unused sick leave.
- Contact Combined Fund Drive to stop deductions or to contribute as a retiree.
- Contact Navia Benefit Solutions for options/directions concerning Flexible Spending Account (FSA) and/or Dependent Care Assistance Program (DCAP) benefits.
- Contact HealthEquity for questions about your Health Savings Account (HSA).
- Other automatic payments—Contact your financial institution to change all other automatic payments to direct billing.

## One Month or More After Retirement

- Review the Welcome Kit that will be sent by the VEBA Administrator to your address listed in ctcLink. This kit will provide instructions on how to complete your VEBA enrollment.
  - The VEBA account is funded by 25% of your unused sick leave at retirement.
- Life Insurance Continuation Option through MetLife (forms available for completion after MetLife is provided your termination date and your coverage has ended).
  - Return a completed Life Insurance Portability Information Form if you wish to continue term life insurance, or
  - Request and complete a Life Insurance Conversion Information Form to convert term life insurance to whole life insurance.

## Questions?

Contact the Seattle Colleges Benefits Office.

**Email:** [benefits@seattlecolleges.edu](mailto:benefits@seattlecolleges.edu)

**Website:** [seattlecolleges.edu/benefits](https://seattlecolleges.edu/benefits)