

HOW TO APPLY FOR RETIREMENT

The following is a *recommended* guideline to assist in a smooth transition into retirement.

Step 1: 7 Months Before Retiring

If you are age 65 or older and are contributing to an HSA, you must contact Employee Benefits to stop your contributions. Contributions must be stopped 6 months prior to retirement to avoid potential IRS penalties.

Step 2: 4 Months Before Retiring

Complete Form P-104 and return it to the Los Rios Human Resources Department. This is your official notification to the District that you are retiring on a specific date. Make certain that your college administrator has signed the form. As indicated on the back of the P-104 form, vacation cannot be used to extend your retirement date.

Step 3: 4 Months Before Retiring

Obtain the Service Retirement Election Application and begin working on it.

- **For PERS**, the application can be obtained online or by contacting CalPERS at 1-888-225-7377. This publication contains step-by-step retirement application instructions and includes the forms needed to apply for your CalPERS retirement benefits.
- **For STRS**, the application can be obtained online or by contacting CalSTRS at 1-800-228-5453. This publication contains step-by-step retirement application instructions and includes the forms needed to apply for your CalSTRS retirement benefits. The Express Benefit form must be brought to Employee Benefits for completion.

Step 4: 3 Months Before Retiring

Send your completed Service Retirement Election Application form, in addition to any other applicable forms, to CalPERS/STRS to the address shown on the form. If you are married, CalPERS/STRS will also require that you provide them with a photocopy of your marriage license/certificate.

Step 5: 3 Months Before Retiring

If you will be age 65 or older at the time of your retirement, you may be eligible for Medicare. Please contact a local Social Security Administration office to ascertain whether you are eligible for Medicare Parts A & Part B. If you are eligible for Medicare Part B, you will need to apply and then provide evidence to the Employee Benefits Department that you are enrolled in Parts A & B. This can be in the form of a photocopy of your Medicare card or a validation letter from the Social Security Administration. If you have any questions regarding the impact of Medicare on your retiree medical benefits, the Employee Benefits Department can assist you.

Step 6: 2 Months Before Retiring

Contact Kris Kurk in the Employee Benefits Department to schedule an appointment to discuss your health insurance options. She can be reached by telephone at (916) 568-3060 or by email at kurkk@losrios.edu.