

Retirement Planning Checklist

One or More Years Before Retirement:

- Log into your account at ERSRI.org to:
 - Confirm your personal information is correct. If any corrections are required, please follow up with your employer.
 - Confirm that your beneficiary is on file. If you haven't named a beneficiary, please complete and return a Beneficiary Designation form.
 - Run a preliminary pension benefit estimate online, using the Pension Projection tool.
- Contact TIAA www.tiaa.org to meet with a financial planner to discuss your withdrawal options for your Defined Contribution plan.

Six to Nine Months Before Retirement:

- Contact ERSRI to schedule an appointment for a group retirement counseling workshop.
- At your workshop, you'll receive your estimated pension benefit amount along with all the paperwork you'll need to complete for retirement.
- Contact your employer to learn more about your retiree health care options. State employees can learn more about retiree health coverage at www.employeebenefits.ri.gov.

Two to Three Months Before Retirement:

- Notify your employer of your intention to retire and provide them with the Employers' Certification of Retirement form, which you'll receive at your ERSRI retirement workshop. This form must be completed and returned to ERSRI by your employer. ERSRI cannot begin processing your pension benefit until we receive this form. Please make sure your employer completes and returns the form to ERSRI when you terminate employment.

Prior to Your Termination Date:

- Review the "How to Complete Your Retirement Paperwork" available [here](#) or contact ERSRI if you have questions about your retirement paperwork.
- Complete and return the below Required Retirement Paperwork to ERSRI **prior** to terminating employment.
 - Application for Retirement
 - Retirement Benefit Statement
 - Direct Deposit Form
 - Tax Withholding Form



- Depending on your personal circumstances you may be required to submit additional paperwork to ERSRI.
 - Divorce Paperwork: if you were divorced during public service and your retirement benefit was subject to your divorce decree, please submit your final court entered divorce judgement and property settlement agreement.
 - Spouse or Beneficiary Proof of Age: if you are selecting a Joint and Survivor payment option (Option 1 or 2) please provide a copy of your beneficiary's birth certificate or passport.
 - Salary Verification for Service Credit: if you were provided with this form, please have your employer complete and return it to ERSRI.
 - Verification of Retroactive Salary form: if ERSRI provided you with this form, please have your employer complete and return it to ERSRI.
 - Teacher Day Count form: if ERSRI provided you with this form, please have your employer complete and return it to ERSRI.

At time of Retirement:

- Follow up with your retirement counselor to confirm that he or she has received all of your retirement paperwork.
- Please note that it typically takes two to three months from the date of retirement to receive your first pension payment. Your benefits will be paid retroactively to the day you begin your retirement.

Two to Three Months After Your Retirement Date:

- You can expect to receive your first pension payment within 2-3 months of your retirement date. Your first payment will be retroactive to your date of retirement and will be direct deposited into your bank account, using the information you provided to ERSRI at time of retirement.
- Your ongoing pension payments will be direct deposited into your account on the last business day of the month.
- Log into your online account at ersri.org to review your payment information and confirm all requested deductions are being properly withheld.

We wish you all the best in your retirement! You earned it!