

## Three months prior to retirement

- ☐ Contact Social Security to file for benefits (if eligible).

## Two months prior to retirement

- ☐ Contact your personnel office and file your actual retirement application: *Application for Service or Disability Retirement* (Form 13-23).
- ☐ Provide proof of birth for your designated beneficiary (only required if you are electing allowance Option 2, 3, 5 or 6).
- ☐ If eligible, complete authorization forms to continue your health coverage and any other benefits provided by your employer.
- ☐ Complete a *Direct Deposit Authorization* (Form 85) for the electronic transmission of your payment to your bank, savings institution or credit union.
- ☐ Complete a *Federal Tax Withholding Request* (IRS Form W-4P) and a *Maryland State Tax Withholding Request* (Form 766.11).

## One month prior to retirement

- ☐ Submit a formal letter of retirement to your employer.

## Filing Checklist

Forms provide the necessary information to initiate important benefits and services on behalf of Maryland State Retirement and Pension System members. Because incomplete or inaccurate information hinders benefits processing, it is essential that all forms be properly executed. Before you file any retirement form, refer to the following checklist:

- ✓ Have you read all explanatory information before signing?
- ✓ Is your Social Security number correct?
- ✓ If necessary, has your Retirement Coordinator provided requested information and signed the form?
- ✓ Does the form require notarization?
- ✓ Did you keep a copy of the form for your files?
- ✓ Did you include required supporting documents with your form?
- ✓ If you are selecting Option 2, 3, 5 or 6, did you include proof of the date of birth of your designated beneficiary?

## Retirement Checklist

for  
Employees' & Teachers' Pension System  
Employees' & Teachers' Retirement System  
Correctional Officers' Retirement System



Smith Island Cake  
Maryland State Dessert

Maryland State Retirement  
and Pension System  
120 East Baltimore Street  
Baltimore, MD 21202-6700

410-625-5555  
1-800-492-5909

[sra.maryland.gov](http://sra.maryland.gov)



Planning to retire within the next 12 to 36 months? If so, now is the time to begin taking specific steps toward that goal.

The following checklist provides a general timetable for retirement preparation for members of the following systems:

- Employees' and Teachers' Retirement System
- Employees' and Teachers' Reformed Contributory, Alternate Contributory, Contributory and Non-Contributory Pension System
- Correctional Officers' Retirement System

[sra.maryland.gov](http://sra.maryland.gov)

This schedule shows the best time to begin filing some of the required forms and making the necessary contacts with the Maryland State Retirement Agency.

### One to three years prior to retirement

☐ If you have not already done so, register for **mySRPS**, the Retirement Agency's secure website. **mySRPS** enables members and retirees to view their retirement account information and complete transactions *online*. To register, visit the Retirement Agency's website at **[sra.maryland.gov](http://sra.maryland.gov)** and click on **mySRPS Login** and then **Register**.

☐ Attend one of the Retirement Agency's pre-retirement webinars. Go to **[sra.maryland.gov](http://sra.maryland.gov)** and select **Webinars** under the **Members** drop-down menu.

### Twelve months prior to retirement

☐ Use **mySRPS** to *instantly* create an estimate of your monthly benefit. You also may submit a paper *Service Retirement Estimate Request* (Form 9) to receive an estimate by mail. **Please allow six weeks for delivery.**

[sra.maryland.gov](http://sra.maryland.gov)

☐ Apply to purchase any eligible service by filing a *Request to Purchase Previous Service* (Form 26).

☐ Apply for any eligible military credit by submitting a *Claim of Retirement Credit for Military Service* (Form 43).

☐ Contact the Social Security Administration for an estimate of your benefits.

### Six months prior to retirement

☐ If desired, schedule an appointment with the Retirement Agency to review your estimated benefits.

☐ Discuss your estimated benefits/options with your family and financial advisor.

☐ Contact your personnel office to inquire if you may continue employer-provided benefits, such as health insurance, after retiring. **The Retirement Agency does not administer health benefits.**

☐ Obtain proof of birth for beneficiaries if considering Option 2, 3, 5 or 6.

☐ Prepare a retirement budget, estimating your retirement expenses against your state pension benefit, Social Security and any other income.

☐ Undergo a medical check-up.

☐ Update or prepare a will.

[sra.maryland.gov](http://sra.maryland.gov)