



ABP Retirement Checklist

This checklist outlines key actions and timelines to guide you through the retirement process, from notifying your supervisor to finalizing benefits decisions.

		Due Date
<input type="checkbox"/>	Contact your ABP Designated Service Provider to discuss income distribution options in retirement.	3-6 months before retirement date*
<input type="checkbox"/>	Submit a formal notice of retirement with your retirement date to your supervisor, with a copy to Human Resources	3-6 months before retirement date*
<input type="checkbox"/>	Complete retirement forms and submit to Human Resources: Application for Retirement Withdrawal Request Acknowledgement Receipt	3-6 months before retirement date*
<input type="checkbox"/>	Contact your ABP Designated Service Provider and make distribution decisions. Arrange to take the required minimum distribution from ABP funds	1-2 months before retirement date Within 30 days of retirement date
<input type="checkbox"/>	Consider retiree health coverage options. Information is available here .	Approx 3 months before retirement date
<input type="checkbox"/>	Obtain a retiree health cost estimate from the Division of Pensions and Benefits (609-292-7524).	Approx 3 months before retirement date
<input type="checkbox"/>	If Medicare-eligible, and applying for retiree health, enroll in Medicare A and B coverage (effective as of 1 of the month following your date of retirement. If you have a July 1 retirement, enroll in Medicare A and B effective as of August 1.)	At least 3 months before retirement date
<input type="checkbox"/>	If enrolling in state retiree health, enter Medicare number and effective dates for Medicare A and B in Benefitsolver.	Approx 1 month before retirement date
<input type="checkbox"/>	Select retiree health plans in Benefitsolver	Approx 1 month before retirement date

**Recommended*