

10 or more years from retirement											
<input type="checkbox"/>	Review beneficiary designations and update as applicable:										
<input type="checkbox"/>	<table border="0"> <tr> <td>- Wisconsin Retirement System (WRS) / State Group Life Insurance / Accident Insurance (same designation form unless you specify otherwise)</td> <td>- UW 403(b) Supplemental Retirement Program (SRP)</td> </tr> <tr> <td>- Any private retirement plans or life insurance policies</td> <td>- Wisconsin Deferred Compensation (WDC) 457 Program</td> </tr> <tr> <td></td> <td>- Individual & Family Life Insurance</td> </tr> <tr> <td></td> <td>- Accidental Death & Dismemberment Insurance</td> </tr> <tr> <td></td> <td>- Health Savings Account (if ever enrolled in the HDHP)</td> </tr> </table>	- Wisconsin Retirement System (WRS) / State Group Life Insurance / Accident Insurance (same designation form unless you specify otherwise)	- UW 403(b) Supplemental Retirement Program (SRP)	- Any private retirement plans or life insurance policies	- Wisconsin Deferred Compensation (WDC) 457 Program		- Individual & Family Life Insurance		- Accidental Death & Dismemberment Insurance		- Health Savings Account (if ever enrolled in the HDHP)
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	Information on designating beneficiaries on benefit plans available through the Universities of Wisconsin can be found on the Beneficiary Information web page .										
<input type="checkbox"/>	Review Benefit Summary and WRS Annual Statement of Benefits . Both are available in the MyWisconsin portal .										
<input type="checkbox"/>	Review Universities of Wisconsin life insurance coverage (too much or not enough). Use the Life Insurance Needs Calculator to help calculate your needs										
<input type="checkbox"/>	Review private insurance coverage (for example, life, disability, homeowners/renters, and auto insurance).										
<input type="checkbox"/>	Use the Department of Employee Trust Funds (ETF) WRS Retirement Benefits Calculator to get an estimate of your WRS benefit.										
<input type="checkbox"/>	Review annual Social Security Statement of Benefits and/or use online Social Security calculator to estimate future value Social Security benefits.										
<input type="checkbox"/>	Be aware of the Sick Leave Credit Conversion Program which allows you to convert unused sick leave to credits to pay for State Group Health Insurance in retirement. Use the Sick Leave Credit Conversion Program Estimator to estimate value of sick leave credits.										
<input type="checkbox"/>	Start/increase contributions and review asset allocations for a 403(b) Program and/or WDC 457 Program account.										
<input type="checkbox"/>	Start/increase post-tax contributions to the WRS (WRS Additional Contributions).										
<input type="checkbox"/>	Consider opening an IRA or increasing contributions to an existing IRA.										
<input type="checkbox"/>	Submit military discharge papers (DD-214) to ETF for any active military service. Review Military Service and Your WRS Benefits web page for more information.										
<input type="checkbox"/>	Create will, durable power of attorney and/or living will. The Employee Assistance Program (EAP) and/or LifeStyle Program can provide assistance.										
Have you considered:	<input type="checkbox"/> Reviewing how much you are saving for retirement each paycheck?										
	<input type="checkbox"/> Saving for retirement before your child's college funds?										
	<input type="checkbox"/> Setting up an emergency fund?										

5 years from retirement	
<input type="checkbox"/>	Attend Pre-Retirement Workshops. Review the Universities of Wisconsin Employee Benefits Webinars web page for workshops.
<input type="checkbox"/>	Increase contributions to 403(b) Program and/or WDC 457 account(s) (maximize if possible).
<input type="checkbox"/>	Familiarize yourself with potential State Group Health Insurance options in retirement including supplemental Medicare Plans.
<input type="checkbox"/>	If possible, preserve sick leave to pay for State Group Health Insurance in retirement. Make sure you understand the Sick Leave Credit Conversion Program .
<input type="checkbox"/>	Think about purchasing long-term care insurance .
<input type="checkbox"/>	Request a forfeited/qualifying service estimate from ETF, if applicable. See Buying Creditable Service web page for more information.
Have you considered:	<input type="checkbox"/> Reducing your debt?
	<input type="checkbox"/> What you will do post-retirement? Will you take on a 2 nd career, part-time work, or volunteer work? Start a new hobby, travel, or take on other recreational activities?

1 year from retirement	
<input type="checkbox"/>	Select a retirement date.
<input type="checkbox"/>	Request a WRS Retirement Estimate from ETF either online or by calling ETF at (877) 533-5020. This is an estimate. It does not lock you into starting your benefit. The estimate can also be used as an application.
<input type="checkbox"/>	Meet with ETF and/or your benefits contact after receipt of retirement application.
<input type="checkbox"/>	Review Universities of Wisconsin Employee Benefits at Retirement (UWS 73) .
<input type="checkbox"/>	Review potential State Group Health Insurance options in retirement , including supplemental Medicare Plans. Will you have other health insurance coverage when you retire? Do you need to escrow your accumulated sick leave at retirement? Will you and/or your spouse be Medicare eligible when you retire? View the New to Medicare video and Medicare Information FAQs to help you understand your options.
<input type="checkbox"/>	Schedule a 403(b) Program and/or WDC 457 individual counseling session with the plan provider to discuss your asset allocation and options. Review distribution options for 403(b) Program and/or WDC 457 accounts.
<input type="checkbox"/>	If eligible, request a projection of your Social Security benefit from the Social Security Administration.

Have you considered:	<input type="checkbox"/>	Developing a budget to estimate how much money you will need in retirement?
	<input type="checkbox"/>	Reviewing your will and estate plan? Or revising an existing plan?

2-3 months before retirement	
<input type="checkbox"/>	Review Universities of Wisconsin Employee Benefits at Retirement (UWS 73) and take appropriate action as needed.
<input type="checkbox"/>	Submit a retirement letter to your supervisor and human resources office . Include last day of employment. Example: I am retiring and my last day of employment will be <i>Month, Day, Year</i> . Faculty/instructional academic staff are encouraged to submit their retirement letter 6-12 months before retirement for course planning purposes.
<input type="checkbox"/>	Use ETF's Income Tax Withholding Calculator to help you determine your take-home annuity amount.
<input type="checkbox"/>	Submit retirement application to ETF. Can be submitted up to 90 days prior to retirement date. Refer to: How to Fill Out Your Retirement Estimates Application (ET-4310) . Note: The Termination Date on back page of retirement application must be the same as your last day employed as indicated in your retirement letter submitted to your supervisor and human resources.
<input type="checkbox"/>	If eligible for Social Security benefits, apply 3 months before you want the benefit to begin.
<input type="checkbox"/>	Review payout options of banked leave – extend time on payroll and/or receive a lump sum distribution. Consider contributing all or part of the payout on a pre-tax basis to your 403(b) and/or WDC 457 account.
<input type="checkbox"/>	If you have remaining funds in your healthcare Flexible Spending Account (FSA), consider arranging for remaining FSA deductions to be taken from final check.
<input type="checkbox"/>	If your spouse is a Universities of Wisconsin or State employee, consider having your spouse become subscriber of insurance plans (health, dental, and/or vision). Have spouse complete appropriate applications which can be found on the Forms & Resources web page . Must be done within 30 days from the date of your retirement.
<input type="checkbox"/>	If your spouse/domestic partner is a Universities of Wisconsin employee, consider having your spouse/domestic partner become subscriber of Individual & Family Life Insurance and/or Accidental Death & Dismemberment Insurance plans. Have spouse complete appropriate applications which can be found on the Forms & Resources web page . Must be done within 30 days from the date of your retirement.
<input type="checkbox"/>	If you will have comparable health insurance from a non-Universities of Wisconsin or State employer and want to preserve your sick leave credits for future use complete and submit a Sick Leave Credit Escrow Application (ET-4305) .
<input type="checkbox"/>	If you and your spouse (if applicable) will remain covered in the State Group Health Insurance Plan as a retiree and you and/or your spouse are Medicare eligible the Medicare eligible individual(s) must enroll in Medicare Part A and B. The State Group Health Insurance Plan has Medicare supplement plan options. Medicare Part A enrollment is generally automatic. You must apply for Medicare Part B. If changing state group health plan due to you and/or your spouse being Medicare eligible at time of retirement, complete and submit a Health Insurance Application/Change for Retirees (ET-2331) to ETF. If moving at time of retirement include new address on application.

	<p>If you and/or spouse are Medicare eligible at time of retirement complete and submit Medicare Eligibility Statement (ET-4307) to ETF.</p> <p>If moving out of the service area of your health plan at retirement and not changing State Group Health Insurance to one of the Medicare supplemental plans, complete and submit the Health Insurance Application/Change for Retirees (ET-2331) to change plan based on date of move. Must be done within 30 days of move.</p>
<input type="checkbox"/>	Contact 403(b) Program recordkeeper(s) and/or WDC 457 recordkeeper to finalize distribution decisions if you plan to begin distributions at retirement.
<input type="checkbox"/>	Review beneficiary designations and updated as applicable.

1 month before retirement

<input type="checkbox"/>	If moving at retirement, update your address in MyWisconsin portal (go to My Information tile). This will ensure W-2 and other information is sent to correct address.
<input type="checkbox"/>	Review your information in the MyWisconsin portal to decide if there is anything you may want to download for future reference (for example, earnings statements, tax statements, WRS statement of benefits, performance reviews). After your retirement date you will lose access to the MyWisconsin portal .
<input type="checkbox"/>	Confirm with your human resources office that your job is terminated in the HR system.
<input type="checkbox"/>	Contact your human resources office to see if they offer emeritus designation and determine if you are eligible.
<input type="checkbox"/>	Confirm with yourself that you completed and submitted all required retirement paperwork.
<input type="checkbox"/>	If not already completed and are moving out of the service area of your insurance plan carrier, not just out of WI, change health plans within 30 days of move by completing the Health Insurance Application/Change for Retirees (ET-2331) and submit to ETF.

Last week of employment

<input type="checkbox"/>	Make sure to enter time and leave reporting prior to your last day employed.
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Post-Retirement

<input type="checkbox"/>	Request and submit continuation/conversion forms for the benefits you want to continue in retirement. Contact UW-Shared Services to request continuation/conversion forms – serviceoperations@support.wisconsin.edu or (888) 298-0141. Shortly after retirement a continuation/conversion letter will be mailed to you from UW-Shared Services. All forms must be submitted by specific deadlines or you may lose your right to continue/convert coverage. This includes supplemental dental insurance, vision insurance, life insurances. Health insurance and uniform dental insurance enrollments will automatically continue and premiums will be deducted from certified sick leave credits. State Group Life Insurance employee coverage will automatically continue with your annuity.
<input type="checkbox"/>	Confirm receipt of new ID cards for health and/or dental insurance plans that you elected to continue.
<input type="checkbox"/>	Continue to pay premiums for benefits continued in retirement.
<input type="checkbox"/>	If re-employed at Universities of Wisconsin (must meet the required 75-day minimum break), review the Rehired Annuitant Requirements and, if needed, meet with your benefits contact to find out about available benefits and leave. Make sure you do not exceed the hours limitations to continue your WRS annuity.
<input type="checkbox"/>	Enroll in Medicare A and B 90 days prior to your 65 th birthday. Medicare Part A enrollment is generally automatic. You must apply for Medicare Part B.
<input type="checkbox"/>	If eligible for Social Security benefits, apply as appropriate.
<input type="checkbox"/>	Take any required minimum distributions from retirement plans.
<input type="checkbox"/>	If moving, contact ETF and any insurance or supplemental retirement program (403(b), WDC, etc.). If move is within same calendar year as your last paycheck, contact serviceoperations@support.wisconsin.edu to request your address be updated for W-2 distribution.

Reach out to your [benefits contact](#) with benefits questions or to schedule a retirement counseling session.