Preparation for and finalizing your retirement will be one of your biggest career decisions. Carefully review the timeline below before submitting an official letter of retirement. Your letter should indicate your “Last day of work at the UW will be (date),” using “Retirement” as reason for separation. The proper time to submit your letter of retirement depends upon your position:

**FACULTY:**
- Notify dean or chair at least one quarter prior to your retirement date.
- Arrange 40% rehire with department and Academic HR (if applicable)

**LIBRARIANS:**
- Notify your supervisor at least one quarter prior to your retirement date.

**PROFESSIONAL STAFF:**
- Provide as much notice as possible, but no less than two weeks.

**CLASSIFIED STAFF:**
- Contract: Notify your supervisor according to your union contract provisions relating to resignation.
- Classified non-union: Provide as much notice as possible, but no less than two weeks.

### DURING THE YEAR PRIOR TO RETIREMENT

- Review applicable retirement options.
- Attend a UW Benefits Retirement Workshop to receive general information and most forms.
- Find the appropriate retirement workshop and register through UW Benefits site.
- UW Retirement Plan (UWRP): Arrange to meet with a Fidelity or TIAA rep.
- Voluntary Investment Program (VIP) optional retirement savings plan: Arrange to meet with a Fidelity or TIAA rep.

### 3–6 MONTHS PRIOR TO RETIREMENT

- (DRS plan participants only) Request pension estimate and/or retirement packet from DRS (800-547-6657) even if using online application to apply for retirement.

### 3 MONTHS PRIOR TO RETIREMENT

- Medicare Enrollment (if applicable): Three months prior to age 65, enroll online at ssa.gov. Otherwise contact Social Security or go to a local Social Security office to enroll in Medicare Part A and B. This is required if enrolling in PEBB retiree insurance at age 65 or older.
- Complete online UW Retirement Application
30–60 DAYS PRIOR TO RETIREMENT

☐ (DRS plan participants only) Enroll for pension either online or by mailing forms to DRS²
(Application for Retirement, copy of birth date evidence, and other applicable forms).

☐ Submit VEBA enrollment form (if applicable): Mail to or request from UW Benefits³

☐ Life Insurance Continuation Option through MetLife⁸
  • Request a Life Portability Information Form to continue term life insurance (optional)⁸
  • Request a Life Conversion Information Form to convert term life insurance to whole
    life insurance (optional)⁸

☐ Retiree Medical & Dental Enrollment—Submit the following to Health Care Authority⁸:
  • Completed PEBB Enrollment form(s)
  • Copy of Medicare card(s) if applicable
  • First month’s premium(s) if not using DRS pension deduction
  • Electronic Debit Agreement form (optional) with first month's premium(s) if not using
    DRS pension deduction.

DURING MONTH PRIOR TO RETIREMENT

☐ If returning to work at UW or other Washington State agency, review post-retirement employment
  rules under “Returning to Work” on the UW Benefits website¹³

☐ Contact Transportation Services to stop deductions for bus pass or parking.
  206-221-3701 | ucommute@uw.edu

☐ (Non-faculty) Contact the Integrated Service Center with questions about unused vacation and
  unused sick time off.

☐ Contact Combined Fund Drive to stop deductions or to contribute as a retiree:
  206-616-3678 | uwcfd@uw.edu

☐ Liberty Mutual—Change to direct bill if home or auto insurance is being paid via payroll deduction.

☐ Other automatic payments—Contact your financial institution to change all other automatic
  payments (car, mortgage, etc.) to direct billing.

☐ Contact Navia Benefit Solutions⁴ for options/directions concerning FSA and/or DCAP benefits.

☐ Contact HealthEquity¹⁷ for questions about your Health Savings Account

ONE OR MORE MONTHS AFTER RETIREMENT

☐ Review the welcome kit that will be sent by the VEBA Administrator to the address designated
  on your VEBA¹⁵ enrollment form. The VEBA account is funded by 25% of your unused sick leave at
  retirement (non-faculty).

Refer to next page for agency information
1 Affordable Care Act: Health Care Reform
   wahealthplanfinder.org | 855-923-4633
   Health insurance information for eligible individuals who are under age 65 and not covered under Medicare.

2 Department of Retirement Systems (DRS)
   drs.wa.gov | 800-547-6657 | 360-664-7000
   For questions on your DRS pension including purchase of past service credit, tax forms, changes of direct deposit and address.

3 Fidelity Investments
   nb.fidelity.com/public/nb/uw/home | 800-343-0860
   For questions on your UWRP and/or VIP accounts. To schedule an individual planning appointment, register online or call Fidelity at 800-642-7131.

4 Flexible Spending Account; Dependent Care Assistance Program
   pebb.naviabenefits.com | 425-452-3500
   Flexible Spending Account (FSA) and Dependent Care Assistance Program (DCAP) benefits end the last day of the month in which you separate from UW. Contact Navia Benefit Solutions for options and direction for your account(s).

5 Health Care Authority (HCA)
   hca.wa.gov/public-employee-benefits
   800-200-1004 | 360-725-0440
   Primary contact for retiree insurance questions. Processes retiree insurance benefits, including changes during open enrollment.

6 Internal Revenue Service (IRS)
   irs.gov | 800-829-1040
   Information and forms for federal income taxes.

7 Medicare
   medicare.gov | 800-633-4227
   Information about Medicare benefits. Online enrollment: ssa.gov/medicare

8 MetLife
   mybenefits.metlife.com/wapebb | 866-548-7139
   To continue basic and supplemental life insurance after retiring via group portability or group conversion option.

9 Social Security Administration (SSA)
   ssa.gov | 800-772-1213
   Federal agency responsible for Social Security benefits and Medicare eligibility and enrollment.

10 Statewide Health Insurance Benefits Advisors (SHIBA)
   Type “SHIBA” into search box at insurance.wa.gov
   800-562-6900
   Under the Washington State Office of the Insurance Commissioner, SHIBA provides information about health insurance and Medicare information.

11 TIAA
   tiaa.org/public/tcm/washington
   800-842-2273 | 206-529-2600
   Phone for customer service or log in to access your UWRP and/or VIP accounts. To schedule an individual planning appointment, register online or call TIAA.

12 UW Academic Human Resources (AHR)
   ap.washington.edu/ahr | 206-543-5630
   For questions regarding university and governmental policies for faculty, librarians and academic staff including questions on working after retirement and emeritus appointments.

13 UW Benefits Office
   hr.uw.edu/benefits | 206-543-4444
   Benefits Office, University of Washington, Box 359556 Seattle, WA 98195-9556

14 University of WA Retirement Association (UWRA)
   washington.edu/uwra | 206-543-8600 | retirement@uw.edu
   Not-for-profit organization of UW retirees, employees, spouses, and domestic partners. Advocates on behalf of all UW retirees.

15 VEBA Plan Administrator
   veba.org | 888-828-4953 | customercare@veba.org
   The VEBA Administrator can answer questions after your VEBA account is established.

16 Washington State Deferred Compensation
   savewithwa.empower-retirement.com
   888-327-5596
   For questions regarding this optional retirement program.

17 Health Savings Account Trustee
   healthequity.com/PEBB | 877-873-8823
   For questions regarding Health Savings Accounts (HSA)

18 UW Intergrated Service Center
   isc.uw.edu | 206-543-8000 | ischelp@uw.edu
   For questions regarding completing a UW Retirement Application.