Preparing for Retirement

Within a year of retirement:

- Determine a date for your retirement.
- Meet and discuss with PERA representative to help you estimate your retirement income. Request a Benefit Estimate. PERA Customer Service Number is 800-759-7372, www.copera.org.
- If you have social security years in addition to your PERA years, request a benefit estimate from Social Security, 800-772-1213, www.ssa.gov.
- You may wish to select 'post tax' for your benefit elections, since you want your Highest Average Salary to be reported to PERA for pension purposes.

Within 3-6 months of retirement:

- Notify your supervisor of your retirement date.
- Request a PERA Retirement Application Kit.
- Complete and return the following forms to PERA:
  >PERA Retirement Application: Due 90 days before your anticipated effective date of retirement.
  >Withholding Preference Form: Due the 15th of the month in which you want your tax withholding to begin.
  >Direct Deposit by Electronic Funds Transfer (EFT): Due the 15th of the month in which you want your direct deposit to begin (optional).
  >PERACare Enrollment/Change Form: Due no later than 30 days after your first benefit payment (optional).
  >Final Six Months' Salary Report (completed by your DCSD Payroll Department): Due the 15th of the month your retirement is effective. Place your name on the form and send it to the Payroll Department. They will complete it and send it to PERA once they have processed your last DCSD paycheck.

Medicare

If you are signing up for **Medicare Part B**, you will need to obtain the 'Request For Employment Information' form from Department of Health and Human Services Centers for Medicare & Medicaid Services, https://www.cms.gov/Medicare/CMS-Forms/CMS-Forms/Downloads/CMS-L564E.pdf. You then email the form to benefits@dcsdk12.org or drop it off at 620 Wilcox Street, Castle Rock, CO 80104 for the Benefits Department to complete and send back to you. You can contact Medicare by calling 800-633-4227 or go to their website, www.medicare.gov.