

RETIREMENT CHECKLIST

If you are considering retirement, Human Resources is glad to provide this checklist to aid you with the upcoming change and navigate important decisions about your health and financial benefits.

4-6 MONTHS PRIOR TO RETIREMENT

- Select your retirement date and submit your retirement notice to your supervisor. The notice should be in writing and include your last day of work.
- Determine the age you (and eligible dependents) will be at the time of your retirement.
 - If **age 65 or older** at the time of your retirement, review Medicare plans by visiting www.medicare.gov or calling 1.800.663.4227 (TTY users call 877.486.2048). Consider reviewing Pepperdine's [Quick Guide to Medicare](#) for an overview of cost, plan types, and available resources.
 - If **between the ages of 55 and 64** at the time of your retirement, review Pepperdine's [Quick Guide to Retiree Insurance](#) and reach out to benefits@pepperdine.edu with questions.
- If you are currently age 65 or older, enrolled in Pepperdine's Health Savings Account (HSA), and plan to retire within the next 6 months, you should consider ceasing your HSA contributions now to avoid a potential tax impact when filing your next tax return.
- Talk to your accountant or financial counselor to discuss your retirement plans and financial needs during retirement.
- Meet with a Transamerica retirement consultant to discuss monetary needs during retirement. Schedule a one-on-one meeting at go.pepperdine.edu/hr-benefits.

3 MONTHS PRIOR TO RETIREMENT

If you are not currently enrolled in Medicare, and you will be age 65 or older at retirement:

- Contact Social Security at www.ssa.gov or call 800.772.1213 to enroll in Medicare. You must enroll in Medicare Parts A and B 90 days prior to retirement.
- If you postponed your enrollment in Medicare Part B when you first became eligible and remained insured through a Pepperdine medical plan, submit your request for [CMS Employment Verification](#) to benefits@pepperdine.edu.

If you are currently enrolled in Medicare Part B, or you will not be eligible for Medicare at the time of retirement:

- Contact an HR Benefits Specialist at benefits@pepperdine.edu to discuss available medical, dental, and vision plan options through Pepperdine during retirement.

1 MONTH BEFORE RETIREMENT

- Ensure you have received your Medicare medical card, if applicable.
- Apply for Social Security Retirement benefits, if you choose to. To apply for benefits, visit www.ssa.gov or call 800.772.1213.
- Review and update the primary and contingent beneficiaries on your retirement plan(s).

RETIREMENT DATE

- Transfer any electronic files to your department's shared Google Drive, as specified by your supervisor. Your Pepperdine email and account access will be deactivated immediately upon retirement.
- Turn in your Pepperdine ID card (and spouse and children cards, if applicable) to your supervisor.
- Return all Pepperdine equipment (computer, monitors, keys, University credit card, etc.) to your department. If you are a fully remote employee, request a parcel shipment from your department, and they will mail a box with a pre-paid return label to your residence.

AFTER RETIREMENT

- File remaining eligible claims for your Flexible Spending Account(s) to [Chard Snyder](#) within 90 days, as applicable.
- If you are interested in porting or converting your term life insurance, review Unum's [brochure](#) and request the form from benefits@pepperdine.edu. You must complete and submit the enrollment form to Unum within 31 days of retiring.
- You will receive a COBRA Election Packet from Benefitfocus within three weeks of your retirement date. Follow the instructions in the packet to elect* your desired benefits and establish your monthly payment.
 - *If you or your eligible dependent(s) are younger than age 65 and desire to enroll in Pepperdine's early retiree medical plan, you need to notify HR at benefits@pepperdine.edu **before** electing COBRA coverage.
- Complete Transamerica retirement distribution forms, available under e-Documents in your Transamerica online account or by calling 800.755.5801, for your 403(b) and 457(b) retirement accounts, as applicable.
- If you met the vesting schedule¹ at the time of retirement, set up online access to your BPAS Retiree Health VEBA account at u.bpas.com. Pepperdine's plan code is **PEPUNI7452**. For assistance with filing claims and requesting a Benefit Card, call BPAS at 866.401.5272.

¹Vesting for Retiree Health Plan employer funds occurs at either 1) age 55 with 10 years of service, or 2) age 65 with 5 years of service.