

ARE YOU READY TO RETIRE?

Years ago you applied for a job. You likely researched the organization, updated or created a resume, picked out your best clothes, and practiced for the interview. Getting ready for the end of your career requires no less preparation than the beginning. By following some simple steps we hope your last day is met with all the excitement you had on your first.

PRE-RETIREMENT CHECKLIST

Prior to retirement Recommended actions to take

5+
years

- Attend an SBCERA Mid-Career Seminar.
- Update your SBCERA beneficiary information whenever necessary.
- Initiate any service credit purchase contracts so that you have time to pay them off.
- Review your Annual Member Statement.
- Submit divorce documentation if applicable.

3
years

- Attend an SBCERA Pre-Retirement Seminar.
- Contact your deferred compensation representative to discuss your options.
- Speak with your family and beneficiaries about your plans for retirement.
- Gather or order all of the documents you will need for retirement:
 - Your original or certified Birth Certificate
 - Your spouse's or domestic partner's original or certified Birth Certificate
 - Certified marriage license or domestic partnership certificate

2
years

- Consider possible effective dates for retirement.
- Get a benefit estimate or calculate your own through Member Direct.
- Try living on your anticipated retirement income for two consecutive months.
- Initiate or try to complete any remaining service credit purchase contracts.
- Submit all of the documents you need for retirement if you haven't already.

1
year

- Update your SBCERA beneficiary information, if necessary.
- Narrow down your prospective retirement effective dates.
- Price and compare medical coverage and/or employer options.
- Contact your deferred compensation representative.
- Tier I members: plan any leave cash outs you may be entitled to that will maximize your Final Average Compensation (*see your MOU*).

6
months

- Update your SBCERA beneficiary information, if necessary.
- Select your retirement effective date.
- Narrow down your medical coverage options and speak to your employer if applicable.
- Submit all of the documents you need for retirement if you haven't already.

2-3
months

- Update your SBCERA beneficiary information, if necessary.
- Request an updated benefit estimate.
- Make and attend an appointment with your SBCERA Retirement Specialist.
- Make an appointment with your deferred compensation representative.
- Tell your beneficiary which retirement option you chose and what that means for them.
- Inform your employer of your selected retirement effective date.
- File your application for retirement benefits with SBCERA.

Retirement is a big decision; the Member Services staff at SBCERA is always here to help.
If you have a question, give us a call: (909) 885-7980 / Toll-Free (877) 722-3721; or visit our website www.SBCERA.org.