



## Pre-Retirement Checklist

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Whether you decide to stop working, or gradually transition into retirement, you may want to think about the following milestones.

### Five Years Before You Retire

- Discuss pre-retirement options with your spouse, if married
- Prepare a realistic retirement budget and plan
- Assess your health care or long-term care insurance needs
- Evaluate your investments; increase your retirement plan contributions and other savings, if needed, and decide if you can still retire in five years
- Review your plan every year for the next five years, and make changes as needed
- Meet with your retirement planner and/or attend pre-retirement planning workshops

### One Year Before You Retire

- Review your retirement plan and budget with your spouse, if married
- Obtain retirement benefits information from former employers
- Decide which health care or long-term care insurance best fit your needs
- Evaluate and rebalance your investments; increase your retirement plan contributions and other savings, if necessary, and decide if you can still retire in one year
- Review your plan at the end of the year, and make changes as needed
- Meet with your retirement planner and/or attend retirement planning workshops

### Three Months Before You Retire

- Meet with a Fidelity or TIAA retirement planner or attend retirement planning workshops to assess your financial situation and potential income sources and update your retirement budget. To schedule an individual consultation contact:
  - o Fidelity – [getguidance.fidelity.com](https://getguidance.fidelity.com) or call 1-800-642-7131
  - o TIAA – [www.tiaa.org/schedulenow](https://www.tiaa.org/schedulenow) or call 1-800-732-8353
- Meet with an AU HR – Retirement Plans Advisor to discuss your benefits upon retirement, including eligibility for the Benefits Extension Plan (BEP) and coordination of medical insurance with Medicare
- Notify your department of your retirement date
- Request a Social Security Earnings Summary online at [www.ssa.gov](https://www.ssa.gov)
- Apply for Social Security three months before you want to start receiving payments. If you are 65 or older, enroll in Medicare parts A and B three months before retiring. You may apply for Social Security and Medicare online at [www.ssa.gov](https://www.ssa.gov)

### One Month Before You Retire

- Review and update your contact information with AU
- Return your BEP Enrollment form within 30 days to your HR - Retirement Plans Advisor
- Request an updated Social Security Earnings Summary online at [www.ssa.gov](https://www.ssa.gov)
- Contact Fidelity (1-800-343-0860) or TIAA (1-800-842-2252) for distribution options upon retirement