



Retirement Checklist

Section A: Up to 24 Months Prior to Retirement		✓
1.	Make a folder for Retirement: Retirement requires gathering many types of documents and information from many sources. We recommend that with each new piece of information you acquire, you keep it in one central location.	
2.	Identify your WOU Retirement Plan through Wolf Web → Employee Menu → Benefits and Deductions → Retirement & Tax-Deferred Plans. Please Note: Both Active and Terminated plans will be listed and denoted with a status.	
3.	Identify a potential retirement date. Based on the information you gather this date may change. Tier 1 & 2—Eligibility to Retire Tier 3 OPSRP—Eligibility to Retire ORP Eligibility to Retire (pg. 15) PERS Benefit Component Comparison Social Security Benefits by Year of Birth	
4.	Schedule a preliminary meeting with a financial advisor to discuss your readiness to retire. Check with your bank, credit union, Employee Assistance Program , Fidelity , TIAA , and Valic .	
5.	Schedule a Pre-Retirement Planning Meeting with the Benefits Manager at WOU .	
6.	Obtain your preliminary online and written PERS estimate or account balance (if applicable). You will need your social security number, hourly and monthly pay information, and your sick and vacation hours before you log into the PERS website . You can locate your pay information by following Wolf Web → Employee Menu → Pay Information. You can locate your sick and vacation hours by following Wolf Web → Employee Menu → Leave Balances & History	
7.	Obtain your PERS IAP Balance (if applicable) by calling 1-888-320-7377 . To set up online access to your IAP account, you will need to request a password. Once you have your balance, use the IAP Estimator to approximate your IAP Balance at retirement.	
8.	If you are an ORP participant, obtain your ORP Plan account balance: Fidelity TIAA Valic	
9.	Build a retirement budget by reviewing and predicting all income and expenses in retirement.	
10.	Make copies of all of your legal documents (i.e. birth verification, marriage certificate, or divorce decree).	
11.	Review your beneficiary designations with financial institutions (banks or credit unions), your employer, investment companies, and retirement plans.	
12.	Review your address and emergency contact information with the appropriate agencies and institutions.	
13.	If you do not have a living will or trust, consider creating one to add to your retirement folder. Search the internet for free online services or contact the Employee Assistance Program .	
14.	Create a contact list of financial information (life insurance, wills, trusts, etc.) for your family and yourself post-retirement.	
15.	Keep an eye on congress for changes affecting pension plans: https://www.oregonlegislature.gov/	

Human Resources