



Ready To Retire

One-Year Readiness Checklist

Getting Started

- ✓ **Create a Retirement File Folder**
- ✓ **Develop a Financial Plan for Retirement**
 - Setting up a budget for retirement
 - Paying off or reducing one's mortgage or other debts
 - Establish a timeline for distribution of TSP, Social Security benefits, etc.
- ✓ **Meet with Personnel/Human Resources**
 - Confirm eligibility date to receive retirement benefits
 - Review Official Personnel File (OPF) for completeness/accuracy
 - Review eligibility for TSP, Social Security benefits, military deposits, health/life Insurance
- ✓ **Decide when you want to retire**
 - Choose the best date to retire ([Click Here](#))
 - Consult with spouse/partner

Taking Action

- ✓ **Review Survivor Benefit Annuity Benefits**
 - Review and understand your survivor (CSRS or FERS) annuity benefits
- ✓ **Electing Survivor Benefit Options**
- ✓ **Elect appropriate Healthcare Flexible Spending Accounts**

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- o Any unused flexible spending account balances will be forfeited upon retirement, so make sure you plan to exhaust funds accordingly.

- ✓ **Confirm completeness/accuracy of Health Insurance benefits**
- ✓ **Confirm eligibility of Life Insurance**
- ✓ **Submit retirement application at least 60 days prior to retirement date**