

## Planning for Retirement

Making the decision to retire is a critical one and should be planned carefully. To ensure that you are financially comfortable during this time of your life, planning for it should actually start when you begin your career. The timeline below starts one (1) year before retirement, but certainly, this timeframe can be reduced or extended based on your needs.

Inform your Supervisor/Manager of your retirement date. Depending on your position and the impact your retirement will have on your department, you should consider giving ample notice. For higher level managerial positions, a six (6) months or longer notice is not unreasonable to ensure continuity of service.

### 1 Year Before Retiring

- Use the [Retirement Estimate Calculator](#) to estimate your monthly benefit.
- Review your Annual CalPERS Member Statement to confirm your service credit or view it on myCalPERS.
- Enroll in member education classes through the [CalPERS Education Center](#).
- Attend a CalPERS Retirement Workshop.
- [Contact CalPERS](#) if you have a community property claim on your retirement benefits. You must provide CalPERS a copy of the court order resolving the claim before you can receive retirement and/or health benefits.

---

### 9 Months Before Retiring

- If you're also a member of another public retirement system in California, there are steps you need to take to ensure you receive all the benefits you deserve from each system. View the publication, [When You Change Retirement Systems](#) (PDF), for more information.
- If you have Social Security or other non-CalPERS benefits coming later after retirement, you might want to increase your monthly CalPERS income until those benefits begin. See if [temporary annuity](#) is right for you.

---

### 6 Months Before Retiring

- Fill out and mail the [Retirement Allowance Estimate Request Form](#) (PDF, 53 KB).
  - Review the [Service Retirement Election Application](#) (PDF, 77 KB) and think about the different retirement payment options available to you.
  - View important information on [taxes and your retirement](#).
  - *For Executives, it is recommended that the [Service Retirement Election Application](#) (PDF) be completed and submitted to CalPERS during this timeframe.*
-

## 4-5 Months Before Retiring

- Start completing the [Service Retirement Election Application](#) (PDF) and see what [required documents](#) you'll need (does not apply to Executives – see “6 Months Before Retiring”).
- After taking a member education class, schedule an appointment if you need more specific information or assistance with your retirement paperwork. [Decide which appointment to make](#) and then log on to [myCalPERS](#) to schedule a date.

---

## 3-4 Months Before Retiring

- Finish completing your retirement application.
- Complete the [Direct Deposit Authorization Form](#) (PDF) (also contained in the retirement application) to ensure your monthly benefit payments are securely deposited at your financial institution.

---

## 3 Months Before Retiring

- Submit your completed retirement application forms and required document to CalPERS. Be sure to keep a copy of all the forms and supporting documents for your records and future reference.
- Find out [what happens next](#), after you submit your application.
- View [other things to consider](#) for important information on continuing health benefits and other programs into retirement.

---

## You're Retired!

- View [your retirement](#) for quick access to retirement check paydays, COLA information, and much more.
- Access your benefit and tax statements online, through [myCalPERS](#).

## Publications

- [Planning Your Service Retirement](#) (PDF, 266 KB)
- [Power of Attorney](#) (PDF, 115 KB)
- [Direct Deposit Form](#) (PDF, 81 KB)
- [Service Retirement Election Application](#) (PDF, 252 KB)
- [Partial Service Retirement](#) (PDF, 242 KB)
- [Retirement Option 4](#) (PDF, 211 KB)
- [Beneficiary Designation Form](#) (PDF, 202 KB)

---

## Online Tools & Resources

- [myCalPERS](#)
- [CalPERS Education Center](#)
- [Customer Service Tips](#)
- [Continuing Health into Retirement](#)
- [Visiting a Regional Office](#)
- [Social Security Administration](#)
- [Alternate Retirement Program](#)
- [Life Events](#)