



Utah Retirement Systems

STEPS TO RETIREMENT CHECKLIST

3 Years Before Retirement

- Request a retirement estimate from URS.

12 Months Before Retirement

- Request an updated retirement estimate from URS.
- If you are planning on purchasing Service Credit other than Future Service Credit, contact URS for forms.* All purchases must be completed before your retirement date with URS.

6 Months Before Retirement

- Make sure you have proof-of-age documents for yourself and spouse.
- If you are married, you will also need to provide a marriage certificate.
- Check with your employer regarding health insurance coverage after retirement.

3 Months Before Retirement

- If you are planning on purchasing Future Service Credit,** contact URS. (*Future Purchases must be completed before you file a retirement application with URS.*)
- Contact URS for a retirement application. You can apply 90 days before and up to 90 days after your retirement date with URS.

1 Month Before Retirement

- If you mailed your retirement application and haven't been notified we've received it, call URS.

Retirement Application Process

- Complete an *Application for Service Retirement*.
 - Complete a *Notice of Post-Retirement Employment Restrictions*.
 - Complete a *Substitute W-4P Authorization*.
 - Complete a *Notice of Termination*.
 - Complete a *Direct Deposit Authorization*.
 - Complete a *Partial Lump-Sum Application (PLSO)* packet if choosing this option.
 - Provide proof-of-age documents for yourself and your spouse, as well as your marriage certificate (if you are married).
 - To begin the retirement process, return all completed documents to URS.
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- The lifetime benefit is paid monthly on the last business day of the month.
 - It can take up to 90 days from your retirement date with URS to receive your first check.
 - The first payment may be estimated. Once all service and salary is verified, your estimated benefit will then be finalized in approximately 2-3 months.
 - If you selected the Partial Lump-Sum Option (PLSO), it is paid when we issue your first check.
 - If your benefit check is estimated, we will only pay you 80% of your PLSO. At the time your benefit is finalized, we will pay the remaining 20%.

*See Purchasing Service Credit brochure

**See Purchasing Future Service Credit brochure