

RETIREMENT PLANNING CHECKLIST

☐	Contact NVPERS at 775-687-4200 to request a retirement benefit estimate and application packet. The application packet must be completed to initiate your benefit. A Pre-Retirement Guide can be found on the NVPERS website at www.nvpers.org Set a retirement date. This is the date following your last day of employment.
☐	Notify your department HR Representative in writing of your impending retirement. Note: The written resignation notice must clearly indicate the last day you will be in paid status.
☐	Schedule an appointment at least 30 days prior to your retirement date with a Human Resources Benefits Specialist. The Benefits Specialist will discuss and provide information on the Retiree Health Benefits Program, review health plan options, complete enrollment paperwork and calculate costs. <u>Benefits Specialist contact information:</u> Molly Hodges; 325-8111; mahodges@washoecounty.gov Kristie Harmon; 328-2079; kharmon@washoecounty.gov Christine Kirkland; 328-2099; ckirkland@washoecounty.gov
☐	Review the <i>“Frequently Asked Questions for Retirees.”</i> If you have further questions, you can also contact a Benefits Specialist.
☐	If you have voluntary supplemental insurance policies, contact the vendor to inform them of your impending retirement date. Vendor contact information can be found on the Human Resources website.
☐	Review your beneficiary and contact information. For Washoe County provided life insurance, update your beneficiary and/or contact information on ESS; For NVPERS contact information can be found at www.nvpers.org or call 775-687-4200; Voya go to washoeco.beready2retire.com or call 800-584-6001; American Fidelity and Western Insurance Specialties contact information can be found on the Human Resources website.
☐	Contact Payroll at 775-328-2565 payroll@washoecounty.gov or your department HR Representative for questions regarding your final paycheck, changes to your W-4 form or W-2 form distribution.