

# RETIREMENT PLANNING CHECKLIST

<input type="checkbox"/>	<p>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.</p> <p>A Pre-Retirement Guide can be found on the NVPERS website at <a href="http://www.nvpers.org">www.nvpers.org</a></p> <p>Set a retirement date. This is the date following your last day of employment.</p>
<input type="checkbox"/>	<p>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.</p>
<input type="checkbox"/>	<p>Schedule an appointment at least <b>30 days</b> 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.</p> <p><b><u>Benefits Specialist contact information:</u></b></p> <p>Molly Hodges; 325-8111; <a href="mailto:mahodges@washoecounty.gov">mahodges@washoecounty.gov</a></p> <p>Kristie Harmon; 328-2079; <a href="mailto:kharmon@washoecounty.gov">kharmon@washoecounty.gov</a></p> <p>Christine Kirkland; 328-2099; <a href="mailto:ckirkland@washoecounty.gov">ckirkland@washoecounty.gov</a></p>
<input type="checkbox"/>	<p>Review the "<a href="#"><i>Frequently Asked Questions for Retirees.</i></a>" If you have further questions, you can also contact a Benefits Specialist.</p>
<input type="checkbox"/>	<p>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 <a href="#">Human Resources</a> website.</p>
<input type="checkbox"/>	<p>Review your beneficiary and contact information. For Washoe County provided life insurance, update your beneficiary and/or contact information on <a href="#">ESS</a>; For NVPERS contact information can be found at <a href="http://www.nvpers.org">www.nvpers.org</a> or call 775-687-4200; Voya go to <a href="http://washoeco.beready2retire.com">washoeco.beready2retire.com</a> or call 800-584-6001; American Fidelity and Western Insurance Specialties contact information can be found on the <a href="#">Human Resources</a> website.</p>
<input type="checkbox"/>	<p>Contact Payroll at 775-328-2565 or your department HR Representative for questions regarding your final paycheck, changes to your W-4 form or W-2 form distribution.</p>