

## Checklist for University of Dayton Retirees

- |                 |  |
|-----------------|--|
| 3 months prior  | If employee or spouse is age 65 or older, contact Medicare to begin coverage the first of the month following date of retirement.  |
| 2 months prior  | Complete retirement withdrawal/annuity paperwork with retirement plan carriers if you wish to withdraw funds.  |
| 1 month prior   | Provide letter of intent to retire to supervisor or department chair (no less than 4 weeks prior to retirement date for exempt staff and faculty and no less than 2 weeks prior to retirement for clerical & technical employees). |
| 1 month prior   | Confirm request to continue/cancel medical and/or dental coverage and complete any necessary paperwork.  |
| Last day        | Turn in keys and any University property to supervisor. If employed at WPAFB out-processing must be completed before the last day of work.   |
| Within 30 days  | Contact The Hartford if there is a wish to convert any of the life insurance coverage that ended to individual policies.   |
| After final pay | Stop in the Powerhouse to obtain retiree ID card. Must have retiree ID card in order to use the University Library after retirement.   |