

## Preparing for Retirement Checklist:

### For Defined Benefit Plan Members:

#### More than Four Months from Retiring:

- ☐ If you would like a ballpark estimate of what you may receive, try out our benefit estimator at <https://mpera-estimate.mt.gov/>. You can also call our member support to get a ballpark of what you may receive or information on your current service.
- ☐ Attend one of our Ready to Retire Webinars at <https://mpera.mt.gov/education/MemberWebinars> or listen to our recorded presentation at <https://mpera.mt.gov/media/education/PERSReadytoRetire.mp4>.

#### Three to Four Months Prior to Retiring:

- ☐ **Contact MPERA for your official estimate packet.** This packet will contain your application, tax withholding form and direct deposit form. **Please remember to sign your direct deposit form.**
- ☐ Locate your certified birth certificate. We will require that when you complete your application, and if you are selecting an Option 2 or 3 that continues to one contingent annuitant, we will require a certified copy of their birth certificate as well. If you have questions about this, contact MPERA.
- ☐ **Are you participating in the state-sponsored 457(b) Deferred Compensation Plan?** Did you know that you can defer payouts on your last check into that? Contact your 457 representative(s) at: [Montana Public Employee Retirement Administration \(empower-retirement.com\)](https://empower-retirement.com) for further information and to complete a paper salary deferral form.
- ☐ **Are you participating in VEBA (Voluntary Employees' Beneficiary Association Health Reimbursement Account)?** If you are not sure, check with your payroll. For central payroll employees contact Health Care and Benefits <https://montanaveba.mt.gov/About-Us>. Your payouts on your last check may go to this to pay for medical insurance for a period once retired.
- ☐ Are you ready for Social Security? Check out <https://www.ssa.gov>.
- ☐ Are you age-eligible for Medicare? Check out <https://www.ssa.gov/medicare/sign-up>.

### For Defined Contribution Plan Members:

#### Three to Four Months Prior to Retiring:

- ☐ **Visit with your Empower Plan Advisor to discuss distribution options:** [Montana Public Employee Retirement Administration \(empower-retirement.com\)](https://empower-retirement.com).
- ☐ **Are you participating in the state-sponsored 457(b) Deferred Compensation Plan?** Did you know that you can defer payouts on your last check into that? Contact your 457 representative(s) at: [Montana Public Employee Retirement Administration \(empower-retirement.com\)](https://empower-retirement.com) for further information and to complete a paper salary deferral form.
- ☐ **Are you participating in VEBA (Voluntary Employees' Beneficiary Association Health Reimbursement Account)?** If you are not sure, check with your payroll. For central payroll employees contact Health Care and Benefits <https://montanaveba.mt.gov/About-Us>. Your payouts on your last check may go to this to pay for medical insurance for a period once retired.
- ☐ Are you ready for Social Security? Check out <https://www.ssa.gov>.
- ☐ Are you age-eligible for Medicare? Check out <https://www.ssa.gov/medicare/sign-up>.