

30-90 days before retirement

- Contact DRS if you need to make changes to your official estimate (for example, your retirement date or survivor options have changed).
- Apply for retirement through online account access.
- Review your acknowledgement letter for accuracy. This letter includes important information and summarizes key options you selected. It also provides the status of required forms necessary to process your retirement application.
- Complete payment of any outstanding optional service credit invoices.
- If you are a Plan 3 member, consider whether you want to begin receiving distributions from your defined contribution account upon retirement. Contact ICMA-RC to discuss your options and the process.
- Contact DCP to learn about deferring your unused leave lump sum payments.
- Notify the Personnel Resources Department and your Manager of the date you intend to resign.