

Retirement Checklist

Suggested Timeline	To Do List	Completed
90 days or more prior to Retirement	Contact TIAA-CREF, Fidelity, or AIG-Valic to obtain an income illustration based on your retirement date. You will have a number of payment options for the distribution of your retirement funds to consider.	<input type="checkbox"/> Schedule an appt to meet with your AIG-Valic, TIAA or Fidelity retirement advisor
	If you have funds invested thru the Loyola University Employee's Retirement Plan (LUERP) contact Human Resources regarding the retirement pay-out process.	<input type="checkbox"/> Contact Loyola HR LUERP- Manager @ # 312-915-7925
	Thoroughly research your retiree insurance options, including the Loyola University Retiree Medical Plan.	<input type="checkbox"/> Detailed info may be obtained @ HR website or calling # 312-915-6175.
	Obtain an understanding of the Medicare insurance program, which is generally available to individuals aged 65 & older. Enroll in both Parts A & B of Medicare thru your local Social Security office, if eligible.	<input type="checkbox"/> Contact Medicare @ #1-800-MEDICARE or visit their website @ www.medicare.gov
60 days prior to Retirement	Notify Human Resources of your intent to retire. The Benefits Dept. will prepare & mail a retiree medical packet to your home, complete with information & forms for continuing benefits.	<input type="checkbox"/> Send a copy of retirement letter to HR-Benefits office at Water Tower Campus.
	Familiarize yourself with the funding options available through your Loyola Retiree Health Account, in order to choose Option B1 or B2 at retirement.	<input type="checkbox"/> Detailed info may be obtained @ HR website or calling # 312-915-6175.
30 days prior	Tie up all loose ends. Return all the necessary forms to the Human Resources-Benefits Dept. at WTC, to ensure continuity of coverage and/or enrollment in the Retiree Health Account.	<input type="checkbox"/> Mail all forms to: Loyola-Benefits 820 N. Michigan Ave. Chicago, IL 60611
30-60 days after retirement	Complete and return COBRA paperwork no later than 60 days after retirement, if you intend to continue the same medical, dental or vision coverage you had as an active employee for a maximum COBRA period of 18 months.	<input type="checkbox"/> Contact Loyola's COBRA administrator, Benefit Express @ #1-877-837-5017