



Retiring from F&M Checklist

- ❑ Provide a letter of resignation to your supervisor, preferably 3 months prior to retirement, or as soon as you are able
- ❑ Contact Human Resources and make an appointment to determine and review your retirement benefits, including Life Insurance beneficiary designations
- ❑ Meet with a TIAA representative or call 1-800-842-2776 to request detailed information about your retirement income options, tax information, and necessary forms to initiate payments from your retirement account.
- ❑ Contact Cigna, our Employee Assistance Program (EAP) provider, if you'd like pre-retirement counseling at 1-877-622-4327
- ❑ Review your address through Inside F&M and update if needed
- ❑ Remove any personal data from College systems
- ❑ Go to Auxiliary Services to replace your employee ID card with a retiree ID card
- ❑ Return all College property: ITS equipment, keys, books, etc.
- ❑ Contact the [Social Security Administration](#) at 1-800-772-1213 for detailed information regarding Social Security benefits.
- ❑ For information about Medicare or to apply for benefits, call 1-800-633-4227 or visit the [Medicare website](#).