

University of Colorado 401(a) Retirement Plan Participants

Checklist for within three months of retirement

When you are two or three months from your target retirement date, it's time to set the retirement process into motion. You should be aware of important deadlines that will affect your retirement and retiree benefits. During this time, you should schedule an appointment to meet with a CU benefits professional to ensure a smooth transition.

Two to three months prior to your retirement date

Schedule a meeting with a CU benefits professional. You will discuss your eligibility for retirement, eligibility for university medical, dental and life insurance options and review the enrollment process. There will be time to address any other retirement questions you may have, including your application for Medicare if applicable.

To make an appointment:

1. Log in to your [employee portal](#).
2. Open the **CU Resources** drop-down menu and select **Forms**.
3. Select the **Benefits** tile, then select the **Retirement Ready Application** tile.

Prior to your appointment, familiarize yourself with:

[CU Retirement Ready Digital Session and website](#)
[CU Retirement Ready Eligibility Guide for CU 401\(a\) Participants](#)
[CU Retiree Benefits for CU 401\(a\) Participants website](#)
[Dependent Eligibility Verification website](#)

A CU benefits professional will provide the following forms:

Retiree Benefits Enrollment Form
Preparing to Retire Agreement
Retiree Banking Authorization Form
Applicable CU [403\(b\)](#), [PERA 401\(k\)](#) or [PERA 457](#) forms to enroll or increase your contributions for your final paycheck
CMS L564 Form for your application for Medicare Part B

Send in forms: The deadline date to send in your retiree paperwork to benefits is 31 days from your retirement date. However, to ensure a smooth transition to your retiree benefits, we recommend sending in all retiree paperwork to benefits as soon as possible and at least one month prior to your retirement date. Your Benefits Professional will provide a separate checklist at your meeting with all deadlines.

Notify your department: Once you select your retirement date, notify your department head, supervisor and/or HR department of your expected departure date. If you are eligible for any sick and/or vacation payouts, you must confirm your leave balances with your HR department and arrange to have your department process this payout for your final paycheck in the payroll system.

Finalize any tax-deferred CU 403(b), PERA 401(k) and/or PERA 457 deductions: If you plan to defer taxes on your final pay including the sick and vacation leave payout, you must send the election forms to Employee Services at least one month before your final paycheck.

Submitting forms

After you have reviewed all the information with the retirement specialist, you will sign and return all forms via DocuSign.

If you have been provided with paper forms, please follow the instructions below to submit these documents to Employee Services:

Electronic Submit: Save your form.

[Upload your form here](#) if you have portal access.

[Upload your form here](#) if you do not have portal access.

Mail: Make a copy for your records and send the original to:

University of Colorado
Employee Services
1800 Grant Street, Suite 400
Denver, CO 80203

Fax: 303-860-4299. Keep a copy of the fax transmission report with your form for your records.

Failure to take action

If you are eligible for retirement with CU and you do not take action to retire within 31 days of your date of retirement, the following defaults will apply:

Medical and dental: Plans are waived for the remainder of the plan year. You are not allowed to enroll unless you experience a qualifying life event or until the following Open Enrollment period, with benefits beginning July 1 or January 1 if Medicare eligible.

Basic life insurance: Your basic life insurance will be waived and will remain permanently waived.

Optional life insurance: This benefit will be waived and will remain permanently waived.