Retirement Planning Checklist

Planning to retire within the next 12 - 24 months? If so, now is the time to begin taking specific steps towards that goal. This schedule will help guide you in filing the appropriate forms and taking the necessary steps towards a worry-free transition into retirement.

Twelve Months Before Retirement

☐	Register for mySRPS, the Retirement Agency's secure website. mySRPS enables members and retirees to view their retirement account information and complete transactions online. To register, visit the Retirement Agency's website at sra.maryland.gov and click on mySRPS Login and then Register.
☐	Attend one of the Retirement Agency's pre-retirement webinars. Register for a planning webinar here or copy/paste this link in your browser: https://sra.maryland.gov/webinars
☐	Use mySRPS to create an estimate of your monthly benefit instantly. You may also submit a paper Service Retirement Estimate Request (Form 9) to receive an estimate by mail. **Allow 6 weeks for delivery by mail.**
☐	Apply to purchase any eligible service by filing a Request to Purchase Previous Service (Form 26).
☐	Apply for any eligible military credit by submitting a Claim of Retirement Credit for Military Service (Form 43).
☐	Contact the Social Security Administration for an estimate of your benefits.

Six Months Before Retirement

☐	If desired, schedule an appointment with the Maryland State Retirement Agency to review your estimated benefits.
☐	Discuss your estimated benefits/options with your family and financial advisor.

☐	Contact the Office of Human Resources at 443-885-3195 or by email to benefits@morgan.edu to inquire if you may continue employer-provided benefits, such as health insurance, after retiring. The Retirement Agency does **not** administer health benefits.
☐	Obtain proof of birth for beneficiaries if considering Option 2, 3, 5, or 6.
☐	Prepare a retirement budget, estimating your retirement expenses against your state pension benefit, Social Security, and any other income. Morgan's Employee Assistance Program (EAP) has resources for budget creation.
☐	Update or prepare a will. Morgan's EAP has resources for will preparation.

Three Months Before Retirement

☐	Contact Social Security to file for benefits (if eligible).

Two Months Before Retirement

☐	Contact the Office of Human Resources and file your actual retirement application: Application for Service or Disability Retirement (Form 13-23).
☐	Provide proof of birth for your designated beneficiary (only required if you are electing allowance Option 2, 3, 5, or 6).
☐	If eligible, complete authorization forms to continue your health coverage and any other benefits provided.
☐	Complete a Direct Deposit Authorization (Form 85) for the electronic transmission of your payment to your bank, savings institution, or credit union.
☐	Complete a Federal Tax Withholding Request (IRS Form W-4P) and a Maryland State Tax Withholding Request (Form 766.11).

One Month Before Retirement

☐	Submit a formal letter of retirement to your supervisor and copy the Office of Human Resources (ohr@morgan.edu).

Contact Information & Resources

Maryland State Retirement & Pension System
Member Services
800-492-5909
410-625-5555
Email: sra@sra.state.md.us
Website: https://sra.maryland.gov/

Morgan State University – Office of Human Resources
443-885-3195
Email: benefits@morgan.edu, or
ohr@morgan.edu
Website: https://www.morgan.edu/hr