

**The University of North Carolina General Administration**  
**A Guide to Retiring from the University of North Carolina Optional Retirement Program (ORP)**

**Where do I start?**



**A checklist to begin doing at least SIX MONTHS (180 days) before retiring.**

- If you are in the University of North Carolina Optional Retirement System:
  - Contact your ORP vendor(s) to discuss retirement options and have retirement illustrations prepared.
  - If eligible, contact your local Social Security office to apply for Social Security (and Medicare, if applicable) benefits. Complete [Medicare Checklist](#). You may also visit Social Security's website at [www.ssa.gov](http://www.ssa.gov) for information or to apply online.
  - Contact your 401(k), 457(b) or 403(b) provider to discuss your distribution options. You must begin to receive a distribution no later than April 1<sup>st</sup> following the year in which age 70 ½ or retirement is attained.
  - Print and review the 'Leaving the University' document. This document will be discussed in detail at the time you complete the retirement application. Download the document [Leaving the University](#)



**A checklist of things to begin doing at least TWO MONTHS (60 days) before retiring.**

- Make an appointment with the Benefits Office to complete the following:
  1. Optional Retirement Forms – [ORP-3](#) and [ORP-4](#)
  2. [Retiree Health Enrollment Application](#)

NOTE: A benefits exit interview will be conducted at this time as well.
- Contact your ORP vendor to make an appointment or to request the proper paperwork to begin your ORP retirement benefit.
- Contact your 401(k), 457(b) or 403(b) provider to make an appointment or request the appropriate paperwork to receive a distribution of account assets.
- Prepare letter of resignation. Letter may be submitted to your supervisor at anytime during the months leading up to retirement; however, it is recommended that you give at least a two week notice. Human Resources will need a copy of your resignation letter as soon as it is submitted.