

The University of North Carolina General Administration
A Guide to Retiring from the N.C. Teachers' and State Employees' Retirement System (TSERS)

Where do I start?



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

- If you are in the N.C. Teachers' and State Employees' Retirement System:
 - Consult your [TSERS Benefits Handbook](#) for information on your retirement options.
 - Contact TSERS at **919-807-3050** regarding any special service credit that might have been purchased or transferred to assure that creditable service has been given.
 - Contact the Benefits Office at **919-962-4530** for an appointment to request an Estimate of Retirement Benefits.
 - 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 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 1st following the year in which age 70 ½ or retirement is attained.
 - Review your vacation, sick and bonus (if applicable) leave balances to determine how this will impact your retirement effective date. The benefits office can help you this.
 - 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](#)

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A checklist of things to begin doing at least FOUR MONTHS (120 days) before retiring.

- Make an appointment with the Benefits Office to complete the following:
 1. [Claiming Your Monthly Retirement Benefits](#) - Form 6,
 2. [Retiree Group Health Insurance Enrollment Form](#) - Ret HM,
 3. [Authorization for Direct Deposit](#) – Ret 170,
 4. [Tax Withholding Form](#) – Ret 290.

NOTE: All forms must be completed at the same time and mailed to TSERS together. Otherwise, TSERS will not process the retirement application. A benefits exit interview will be conducted at this time as well.

- Upon receipt of the completed retirement application, TSERS will notify you at your home address, that the application has been received.
- Next correspondence received will be from TSERS one month to days after the effective date of retirement. This correspondence includes the amount of your estimated monthly retirement benefit and asks you to elect a Payment option.
- The Payment option election needs to be returned to TSERS by the 10th of the month in which your retirement is effective. For example, if you retire July 1, the election form should be returned no later than July 10th.
- 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.