KEAN
OFFICE OF HUMAN RESOURCES

ABP Retirement Checklist

This checklist outlines key actions and timelines to guide you through the retirement process, from notifying your supervisor to finalizing benefits decisions. Please note that details related to each step can be found on the Retirement FAQ. Any questions can be directed to benefits@kean.edu.

		Due Date
☐	Contact your ABP Designated Service Provider to discuss income distribution options in retirement.	3-6 months before retirement date*
☐	Submit a formal notice of retirement with your retirement date to your supervisor, with a copy to Human Resources	3-6 months before retirement date*
☐	Complete retirement forms and submit to Human Resources: Application for Retirement Withdrawal Request Acknowledgement Receipt	3-6 months before retirement date*
☐	Contact your ABP Designated Service Provider and make distribution decisions. Arrange to take the required minimum distribution from ABP funds	1-2 months before retirement date Within 30 days of retirement date
☐	Consider retiree health coverage options. Information is available in the Retirement FAQ	Approx 3 months before retirement date
☐	Obtain a retiree health cost estimate from the Division of Pensions and Benefits (609-292-7524). You may also use the worksheet to estimate costs.	Approx 3 months before retirement date
☐	If Medicare-eligible, and applying for retiree health, enroll in Medicare A and B coverage (effective as of 1 of the month following your date of retirement. If you have a July 1 retirement, enroll in Medicare A and B effective as of August 1.)	At least 3 months before retirement date
☐	If enrolling in state retiree health, enter Medicare number and effective dates for Medicare A and B in Benefitsolver.	Approx 1 month before retirement date
☐	Select retiree health plans in Benefitsolver	Approx 1 month before retirement date

**Recommended*