



## Preparing for Retirement **GARNET VALLEY SCHOOL DISTRICT**

Below is a checklist of items for retiring teachers to complete as part of the exit interview process with the district. Additional information and resources are also attached to assist with the transition.

- Contact Public School Employees' Retirement System (PSERS) at (215) 443-3495 in regards to your pension income and all questions regarding retirement contribution and interest refund. PSERS can also answer questions about HOP, their Health Options Program, for those interested.
- Submit your letter of intent to retire, including effective date, to Human Resources.
- Establish a Tax Sheltered Account 403(b) or 457(b) for disbursement of sick day funds (additional information is attached, including a list of approved vendors). \*
- Establish a Health Reimbursement Account (HRA) for disbursement of HRA funds (additional information is attached). \*
- Meet with Human Resources and Payroll/Benefits at a designated time to complete the exit interview process. You will be contacted by Human Resources to schedule a time during the last two weeks of school.
- Complete COBRA information, which will be mailed to your home address in July, either accepting or declining coverage. You will have 60 days to complete and return your COBRA enrollment form.

*\*Information regarding the Tax Sheltered Account Program and the HRA can also be found on the Human Resources page of the GVSD website.*

**Retiring Employee:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Retirement date:** \_\_\_\_\_