

15 action items to help you reach your destination successfully

1. Consider saving more for retirement by enrolling in the [Oregon Savings Growth Plan](#) or other retirement savings options. At retirement, consider [consolidating PERS and other accounts](#) you might have into OSGP to simplify your financial life. You can [consolidate](#) accounts you have through previous employers and/or your [IAP](#).
2. Consider taking advantage of catch-up provisions offered by OSGP and other voluntary plans to people age 50 or older. You can use these provisions to bulk up your retirement savings even as you near retirement. Find information about [catch-up contributions and limits](#) on the OSGP website.
3. Sign up and attend a live virtual [OSGP workshop](#). You may also watch one of our recorded workshops — such as [Retirement Strategies with OSGP](#) — to learn more about OSGP and planning for your retirement. (You may want to allow extra time to watch this recorded workshop.) Contact [your local OSGP representative](#) for help with your saving and planning needs, including account reviews.
4. Take advantage of OSGP's various [educational resources and tools](#), including information about financial wellness and [investment advice services](#).
5. Get connected with your PERS accounts online. You will need to sign in to your accounts separately: [pension](#) and [IAP](#). Once you have an OSGP account, you can access it [online](#).
6. Designate [beneficiaries for your IAP](#) and [OSGP accounts](#). ([Tier One/Tier Two members](#) also should designate a pension beneficiary in addition to an IAP beneficiary. For those of you in OPSRP, beneficiary options for your pension are limited by law. For more information, contact [PERS](#).)
7. Check your pension and IAP accounts regularly and update information, such as your address and contact details, accordingly. Before you retire, you will need to contact your employer for necessary changes. Once you retire, you will have full control to keep your contact information updated. [Contact PERS Member Services](#) when you experience major life changes to check whether they can impact your benefits and whether you must notify PERS.
8. Sign up for [PERS GovDelivery emails or texts](#) to receive news and information from PERS.

Continued from previous page.

9. Attend a PERS workshop ([Tier One/Tier Two](#) or [OPSRP](#)) to learn more about what you need to do before you apply for retirement. Workshops cover your choices for receiving your IAP payments; how your pension income will be calculated; forms you will need to submit; and other considerations, such as health insurance after retirement. For Tier One/Tier Two members, workshops also will address additional options you may have regarding [purchasing service time](#).
10. Read the pre-retirement guide ([Tier One/Tier Two](#) or [OPSRP](#)) that is applicable to you. Familiarize yourself with the various forms that you may be required to submit in order to retire ([Tier One/Tier Two](#) or [OPSRP](#)). You also can request a retirement packet from [PERS Member Services](#).
11. The PERS Health Insurance Program (PHIP) is a group health insurance plan specifically designed for Oregon PERS retirees. Non-Medicare, Medicare and dental coverage are offered for all eligible Oregon PERS retirees, their eligible spouses, and their dependents. Health insurance is an important piece when considering retirement, and PHIP is here as an option for your retiree health coverage. Find detailed health information on [PHIP's website](#).
12. Consider requesting a [data verification](#), if you believe your account information is incorrect and you are within two years of your earliest retirement date. PERS will review data submitted by all of your PERS-participating employers to ensure accuracy. This step can be helpful to complete before you request a benefit estimate.
13. Once you are within 24 months of your earliest possible retirement date, request a written benefit estimate ([Tier One/Tier Two](#) or [OPSRP](#)) from PERS to see what your monthly income could be. If you want to check on your possible PERS retirement income earlier, you can create benefit estimates after [signing into your pension account](#).
14. To officially retire from PERS, you must complete and submit a retirement application ([Tier One/Tier Two](#) or [OPSRP](#)) 90 days before your desired retirement date. Tier One/Tier Two members [can watch a video](#) about how to fill out the application. If you are a Tier One/Tier Two member entitled to [purchase service time](#), you must make your purchase within the 90 day period preceding your retirement date.
15. For help with your retirement application and other forms, schedule a one-on-one [retirement application assistance session](#) with PERS. Staff will review your forms and explain the retirement process to you. PERS staff *cannot advise* you about financial planning, nor which of your retirement options to choose.

Tier One/Tier Two: Hired *before* August 29, 2003

OPSRP: Hired *after* August 28, 2003

