



CHESTER UPLAND SCHOOL DISTRICT

Office of Human Resources

292 W. 9th Street-1st Floor

CHESTER, PA 19013

Preparing for Retirement

Below is a checklist of items for retiring teachers to complete as part of the exit interview process with the district.

- 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.
- Contact your individual Tax Sheltered Account 403(b) if applicable.
- 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 Retirement Insurance 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 Retirement Insurance enrollment form.
- Obtain information from Human Resources to convert your Life Insurance to a whole life policy.

Retiring Employee: _____ **Location:** _____

Retirement date: _____