

# **Retirement Process**

## ***State of Delaware – Office of Pensions***

Telephone: (302) 739-4208      Toll-free: (800) 722-7300

E-mail: [pensionoffice@state.de.us](mailto:pensionoffice@state.de.us)

- An employee should notify their supervisor and Human Resources department three months prior to their retirement date to ensure timely processing of pension benefits.
- Once notified, the Human Resources department of the employee's agency or school district will contact them for an appointment to complete the necessary paperwork in the pension packet.
- The Human Resources department will require the employee to bring various personal documents for their appointment. They include:
  - Birth certificate for employee, spouse, and eligible dependents
  - Signed Social Security card for employee, spouse, and eligible dependents
  - Marriage certificate, death certificate, or divorce decree as applicable
  - Medicare card showing A and B coverage for employee and spouse as applicable
- Once the packet is complete it is forwarded to the Pension Office for assignment. The employee will receive a letter acknowledging receipt of the application.
- Since all state agencies and school districts (with the exception of some University of Delaware employees) are on lag payroll, the first pension check will be deposited at the end of the next month following the effective date of pension (ex., Retire 1/1/11, first check received will be 2/28/11 and will include two months of pension).
- If the employee has buy-in options upon retirement, notification regarding the purchase of buy-in will be mailed to the home address the month that the employee is scheduled to receive their first pension check.