

Pre-Retirement Checklist for MTEA Members



12+ MONTHS FROM YOUR ANTICIPATED RETIREMENT DATE:

- Attend one of the upcoming “Preparing for Retirement” sessions at the MTEA building. Dates and registration details can be found at weabenefits.com/seminars.
- Use the Wisconsin Retirement System (WRS) calculator to run your own (unofficial) WRS benefit projection to get an idea of what your payments could be: etf.wi.gov/calculator.htm.
- Review the WRS brochure *Calculating Your Retirement Benefits* at etf.wi.gov.
- Determine your full retirement age and decide if you want full Social Security benefits at ssa.gov.
- Decide on a retirement date.

WITHIN 6-12 MONTHS OF RETIREMENT:

- Request your *official* Wisconsin Retirement System Benefit Estimate directly from the Department of Employee Trust Funds at etf.wi.gov or by phone at (877) 533-5020.
- Schedule an appointment with either N'Kenza Whitlow, John Rheineck, or Kelly Behnke at the MTEA building following your attendance at the “Preparing for Retirement” session to review your personal retirement savings, acquire your MPS Supplemental Pension Benefit estimate, review eligibility for MPS post-employment benefits, and review your Wisconsin Retirement System Benefit Estimate. You may register for consultations online at weabenefits.com/mtea.
- If you're retiring before age 65, and you do not meet the eligibility requirements for retiree health insurance through Milwaukee Public Schools, you will need private health insurance. Check into available options, e.g. spouse's plan, COBRA, or the health insurance marketplace, at healthcare.gov.

WITHIN 6-12 MONTHS OF RETIREMENT *(continued)*...

- Sign up for Medicare at 64 and 9 months of age and explore supplemental health insurance options.
- Deliver your Retirement/Resignation notice and a copy of your completed Wisconsin Retirement System Benefit Application to Milwaukee Public Schools, Office of Human Resources. When delivering these forms, make sure to bring along a copy to be time and date stamped by the office personnel for your records. Be sure to send the original WRS application directly to the Department of Employee Trust Funds (ETF) in Madison.

WITHIN 3 MONTHS OF RETIREMENT:

- Send your retirement application form to ETF no earlier than 90 days before your termination date.
- If you wish to start receiving Social Security benefits at age 62, contact the Social Security Administration (SSA) about starting your benefit three months before you turn 62. Visit ssa.gov for more information.
- Watch for a mailing from Milwaukee Public Schools confirming your retirement notice and the paperwork regarding post-employment benefit enrollment.

TO SCHEDULE A FREE FINANCIAL CONSULTATION at the MTEA office, contact:

Kelly Behnke

Worksite Benefit Consultant
WEA Member Benefits
1-800-279-4030, Ext. 6636
kbehnke@weabenefits.com

N'Kenza Whitlow

Retirement Savings Consultant
WEA Member Benefits
(414) 259-1990, Ext. 1133
nwhitlow@weabenefits.com

weabenefits.com/mtea

Some financial planning consultations may be free to attend; however, if you choose to invest in the WEA Tax Sheltered Annuity or WEAC IRA program, fees will apply. Consider all expenses before investing. This checklist is for informational purposes only and is not intended to constitute legal, financial, or tax advice. Certain recommendations or guidelines may not be appropriate for everyone. Consult your personal advisor or attorney for advice specific to your unique circumstances before taking action.



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