5 Basic Steps to Your Retirement

A Getting Ready for Retirement Topic
Objectives

By the end of this presentation, you will be able to:

- Identify the 5 steps to retirement
- Request an official estimate
- Review your official estimate
- Apply for retirement
- Find resources for help or more information
5 Basic Steps to Your Retirement

1. Choosing your termination date
2. Requesting your estimate
3. Reviewing your estimate
4. Submitting your application
5. Scheduling your appointment
Step 1

Choosing Your Termination Date
Step 2

Request an Official Estimate
When to Request an Estimate

Official Estimate
within 1 year of your Minimum Retirement Age (MRA)
(May request 1 estimate/year)

- **Age 55**
  - General Category
  - Employees and Teachers, Elected Officials or State Executives

- **Age 50**
  - Protective Service Employees

- **Ex’s MRA**
  - Alternate Payees
How to Request Your Estimate

Call Toll-Free
877-533-5020

Online Form
https://etf.wi.gov/retirement/applying-retirement

Paper Form in US Mail
Retirement Estimate Request (ET-4207)
PO Box 7931
Madison WI
53707-7931
### Information for Request

<table>
<thead>
<tr>
<th>Your Name</th>
<th>Birthdate</th>
<th>ETF Member ID #</th>
<th>Termination date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joint survivor</td>
<td>Pre 1974 active duty military</td>
<td>Current salary</td>
<td></td>
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</tbody>
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Step 3

Review Your Retirement Estimate
Reviewing your Estimate

- Open the packet envelope
- Read your estimate/application form
- Go to our website [etf.wi.gov](http://etf.wi.gov) for additional information
Write Down Questions

• Is there a current beneficiary form on file?
• When do payments start and when do they arrive?
• Taxes?
• Other deductions?
• What happens to my money when I die?
Step 4

Schedule a Retirement Appointment
Retirement Appointments

Group Retirement Appointment

- Benefits Specialist in your area
- 2 and 1/2 hour appointment
- Search Events on our website or call 877-533-5020 Toll-Free

Individual Retirement Appointment

- On-line
- In Person (at ETF)
- Typically 1 and 1/2 hour appointment
- Plan ahead: 6-8 weeks
- Call 877-533-5020 Toll-Free to schedule an appointment

Plan ahead: 6-8 weeks
Prepare for Your Appointment

• Read over your retirement estimate materials

• Bring:
  • Your Retirement Estimate
  • A list of questions
  • Any materials you may have questions about
Step 5

Submit Your Retirement Application
Submitting Your Application

**FAX**

608-267-4549

**Mailing address**

Employee Trust Funds
PO Box 7931
Madison, WI 53707-7931

**In person at our office**

4822 Madison Yards Way
Madison, WI 53705
Review Your 5 Steps

1. Choosing your termination date
2. Requesting your estimate
3. Reviewing your estimate
4. Submitting your application
5. Scheduling your appointment
Resources
Applying for Retirement Page

- Request an Official Estimate of Benefits
- Organized view of all planning resources
- Links to resources
- Pages to help you plan for retirement

Deciding to retire may be the hardest part of the entire process. ETF can help you master the next steps so that you make decisions that are right for you.
5 Basic Steps to Your Retirement

Printable checklist

Steps for planning for retirement

Steps for applying for retirement

Links to resources
Talk with a Benefits Specialist

Call Toll-Free: 1-877-533-5020

7am – 5pm Monday thru Friday

Set up a retirement appointment
Member Education Page

New resource highlights

Upcoming webinars and events

Education by topics

Links to resources
Watch videos about your topic online at:

etf.wi.gov

Click Member Education →

Videos
5 Basic Steps to Your Retirement

The Department of Employee Trust Funds has made every effort to ensure that this presentation is current and accurate. However, changes in the law or processes since the last revision to this presentation may mean that some details are not current. Please contact ETF if you have any questions about a particular topic in this presentation.