



Now That You've Decided To Retire - What's Next?



1. If you are covered by CSRS or CSRS Offset and you retire on the 1st, 2nd, 3rd, or last day of the month, your annuity will start the day after you separate. If you retire any other day of the month, your annuity will start the beginning of the month following your separation. If you are covered by FERS, the annuity will always start at the beginning of the month following your separation, regardless of which day of the month you retire. In choosing your retirement date, it is important to note that the retirement will become effective starting at the close of business on the day you choose.
2. When you are ready to retire, complete a Retirement Packet and submit it to the TSA HRAccess Shared Service Center. This should be done within 90 days prior to your proposed retirement date. The Retirement Packet you need to submit depends on the retirement plan you are covered by. See the table below.

Retirement Type	Retirement Packet Forms & Online Location
Voluntary Retirement (FERS)	<ul style="list-style-type: none"> • SF 3107, <i>FERS Application for Immediate Retirement</i> (http://www.opm.gov/forms/pdf_fill/sf3107.pdf) • SF 2818, <i>Continuation of Life Insurance Coverage as an Annuitant or Compensation</i> (http://www.opm.gov/forms/pdf_fill/SF2818.pdf) <i>(This form needs to be completed if you are currently enrolled in the Federal Employees' Group Life Insurance (FEGLI) Program.)</i> • <i>W-4P Withholding Certificate for Pension or Annuity Payments</i> (http://www.irs.gov/pub/irs-pdf/fw4p.pdf) • <i>Employee Checklist For FERS Retirement Application</i> FERS Checklist
Voluntary Retirement (CSRS)	<ul style="list-style-type: none"> • SF 2801, <i>Application for Immediate Retirement (CSRS)</i> (http://www.opm.gov/forms/pdf_fill/SF2801.pdf) • SF 2818, <i>Continuation of Life Insurance Coverage as an Annuitant or Compensation</i> (http://www.opm.gov/forms/pdf_fill/SF2818.pdf) <i>(This form needs to be completed if you are currently enrolled in the Federal Employees' Group Life Insurance (FEGLI) Program.)</i> • <i>W-4P Withholding Certificate for Pension or Annuity Payments</i> (http://www.irs.gov/pub/irs-pdf/fw4p.pdf) • <i>Employee Checklist For CSRS Retirement Application</i> CSRS Checklist

Completed Retirement Packets should be submitted as follows:

Mail: TSA HRAccess Shared Service Center
 ATTN: Retirement Team
 2650 Park Tower Drive
 Suite 200
 Vienna, VA 22180-7300

Reminder: Originals must be submitted.



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3. Upon receipt of your Retirement Packet, a Retirement Specialist will review your application to ensure your application is accurate and complete. If needed, a Retirement Specialist may contact you to obtain additional information.
4. After your effective date of retirement, you will receive your final paycheck as regularly scheduled.
5. Immediately after your effective date of retirement, the TSA HRAccess Shared Service Center will forward your Retirement Packet to the National Finance Center (NFC) Payroll Office. Within 30 days after your effective date of retirement, NFC will close your payroll record and forward your Retirement Packet to the Office of Personnel Management (OPM). If your retirement package was not submitted within 90 days, as requested, you may have delays in receiving information and/or payments owed to you as outlined in the steps below.
6. You will receive your lump-sum payment for any unused annual leave approximately 30 days after your retirement is processed. This payment will be a direct deposit into the same account as your previous paychecks.
7. Shortly after receiving your retirement case, OPM will send you a statement that will provide you with a Civil Service Annuity (CSA) claim number. Keep this CSA number in a safe place so that you can easily communicate with OPM in the future.
8. Approximately 6 – 8 weeks after your retirement date, OPM will send you another statement with annuity payment information and will start depositing monthly interim annuity payments to the bank account you provided with your retirement application. These payments are to provide you with an income until your claim is finalized. Annuity benefits accrue through the end of the month and are payable on the first business day of the month. They are usually between 80% and 85% of your regular monthly payment after deductions. OPM will withhold Federal (not state) income tax from your interim payment. Health and life insurance premiums will not be deducted from your interim payments. The adjustments for the benefits will be retroactive to the commencing date of your annuity when OPM finalizes the application process. You will continue to be covered by your insurance plans during this process. Interim payments will continue until OPM completes the processing of your retirement.
9. Approximately 12 – 16 weeks after your retirement effective date, OPM will finalize your retirement case. After your case is finalized, you will receive a personalized statement titled, “Your Federal Retirement Benefits.” It details how much your monthly payment will be and also confirms such things as health and life insurance coverage and provides information you will need to prepare your tax returns.

NOTE: The annuity paid each month is for the previous month. For example, the payment received in February covers the time from January 1 through January 31.

To access Service Online, visit the OPM website, <https://www.servicesonline.opm.gov>