## How to retire

- **Sign up for an online account.** [drs.wa.gov/oaa](http://drs.wa.gov/oaa)
  - Use your account to:
    - Verify the number of service credit years you have.
    - Calculate your retirement income with the Benefit Estimator.

### 3-12 months before you retire

- **Request an official benefit estimate**
  - Do this through your online account or by calling DRS. In most cases, we will provide your estimate 5 to 8 weeks before your retirement date.
    - If you need to make changes to your official estimate, contact DRS.
      - *For example, contact us to change your retirement date or survivor option.*
    - Complete payment for any optional service credit.
      - *You can use funds from your DCP account to pay for optional service credit.*

- **Apply for retirement through your online account.***
  - We encourage you to complete the application at least 5 weeks from the date you intend to retire (once you receive your official estimate).
    - Tell your employer your intended separation date.
  - **Plan 3 or DCP:**
    - Decide when you want to begin receiving payments from your investments.
      - See your withdrawal options at [drs.wa.gov/login](http://drs.wa.gov/login) or [drs.wa.gov/dcp](http://drs.wa.gov/dcp)
      - **Contact the record keeper, Voya Financial, at 888-327-5596 with questions.**

### At and during retirement

- After you retire, we’ll mail you a letter with your monthly benefit information.
  - Make sure your information on the letter is correct.

- The same month you retire, you’ll receive your first payment on the final business day of that month. If you don’t receive your payment, contact DRS.
  - Make sure the deductions on your statement are correct. Contact DRS if you have questions about any non-medical insurance deductions.
  - Keep your address and beneficiary information up-to-date with DRS.
    - Visit [drs.wa.gov/retired](http://drs.wa.gov/retired) to get information like the latest Pension Payment schedule.

*Enjoy retirement!*
Tips for a better retirement

2-20 years before retirement

• Sign up for DCP to save even more for retirement. Age 50 or older? You can contribute a higher annual limit to DCP. And you can contribute up to twice the maximum during the three years before your normal retirement age. [dr.s.wa.gov/dcp](http://dr.s.wa.gov/dcp)

• Review your options for restoring or purchasing service credit to increase your benefit. [dr.s.wa.gov/sitemap/service](http://dr.s.wa.gov/sitemap/service)

1-5 years before retirement

• Attend a Nearing Retirement Seminar online or in person. [dr.s.wa.gov/life/retire/seminar](http://dr.s.wa.gov/life/retire/seminar)

Find out how and when to:

• request an official estimate

• restore or purchase service credit

• increase your retirement income with annuity options

• Want to increase your retirement income? Explore your annuity options at [dr.s.wa.gov/annuity](http://dr.s.wa.gov/annuity) or contact us.

• Plan for health care in retirement. Find out which options are available to you. Your employer may have additional information for you.

VEBA - Volunteer Employees Beneficiary Association

Provides a Health Reimbursement Arrangement (HRA); an account you can use to reimburse your out-of-pocket health care expenses.

State and school districts: 888-828-4953 [veba.org](http://veba.org)

Cities, counties, political subdivisions: 888-659-8828 [hraveba.org](http://hraveba.org)

SHIBA - Statewide Health Insurance Benefits Advisors

A group of trained volunteers that can help you with Medicare questions and options.

800-562-6900

[insurance.wa.gov/shiba/](http://insurance.wa.gov/shiba/)

Social Security Administration

800-772-1213 [ssa.gov](http://ssa.gov)

Medicare

800-633-4227 [medicare.gov](http://medicare.gov)

3-12 months before retirement

• DCP customers, contact DRS to find out if you can apply any unused leave toward your account.

• If you’ll be covered by the Public Employees Benefits Board (PEBB) program health insurance, contact PEBB/SEBB services at 800-200-1004 or [hca.wa.gov](http://hca.wa.gov)

30-90 days before retirement

• If you’ll be using PEBB health care, now is the time to send in your coverage election form.

• If you qualify, apply for Public Service Loan Forgiveness (PSLF). You must still be employed in the public sector when you apply. Visit [wsac.wa.gov/pslf](http://wsac.wa.gov/pslf). You will lose eligibility for this program once you retire.