

Financial Services Department
Employee Benefits Division

Renee' Mabe, Division Manager

O: 719-520-7420
F: 719-520-7497
Centennial Hall
200 S. Cascade, Suite 150
Colorado Springs, CO 80903
www.ELPasoCo.com

Board of County Commissioners

Holly Williams, District 1
Carrie Geitner, District 2
Stan VanderWerf, District 3
Longinos Gonzalez, Jr., District 4
Cami Bremer, District 5

PLANNING TO RETIRE FROM EL PASO COUNTY? Here are some things you should do at least one month, or preferably two months, before you retire.

RETIREMENT CHECKLIST

- Contact the **Retirement Office** at (719) 520-7490
- Contact your department **Human Resources** representative to discuss:
Don't know who your HR representative is? Just call HR at (719) 520-7486
 - What will be your last day at work
 - The effective date of your retirement
 - Submitting a letter of retirement
 - Turning in County equipment, access badge, keys, etc.
- Contact the **Employee Benefits Division** at employeebenefits@elpasoco.com or (719) 520-7420 option 1 to schedule a benefits exit phone call to discuss:
 - Options for continuing Medical, Dental, and Vision plans – all retiring employees must complete a Retiree Benefit Election Form prior to retirement (ideally, one month prior to retirement date)
 - Options for porting Life and Supplemental insurance plans
 - What to do with the Flexible Spending Account (FSA)
 - How the Reach Your Peak Health Reimbursement Account (HRA) will be handled
 - *If you are Medicare-eligible (age 65 or older), obtain an Employment Verification Form for proof of employer Medical coverage, so that you may enroll in Medicare Part B effective your retirement date (We recommend beginning the Medicare enrollment process as soon as possible, but ideally, at least one month prior to your retirement date)*
- Contact the **Payroll Department** at (719) 520-7404 or (719) 520-6948 to discuss:
 - Your remaining leave balances
 - When you can expect your final check
 - Options to defer some of your final payroll check into the 457 Deferred Compensation Plan – which can help with taxes if you have a large payout of accrued leave
 - Options to change the withholdings on your final check