

RETIREMENT PLANNING CHECKLIST

Your Goals. Your Choices. Your Retirement.

You've had a long, successful career and now you're thinking about the next phase of your life: retirement. It's important to plan to make the transition from active employment to retirement as seamless as possible. Use this checklist to help prepare for this important life change and navigate decisions about your health and financial benefits.

RETIREMENT RESOURCES

Chicago Department of Aviation-HR (CDA-HR)
8420 W. Bryn Mawr Ave., 8th Floor
Chicago, IL 60631
(773) 894-3743
CDA-HumanResources@cityofchicago.org

Municipal Employees Annuity & Benefit Fund of Chicago (MEABF)
225 W. Randolph St., Suite 1825
Chicago, Illinois 60606
(312) 236-4700 | www.meabf.org

Laborers' and Retirement Board Employees' Annuity and Benefit Fund of Chicago (LABF)
150 N. Wacker Dr., Suite 800
Chicago, Illinois 60606
(312) 236-2065 | www.labfchicag.org

Nationwide Deferred Compensation
205 W. Randolph St., Suite 1040
Chicago, Illinois 60606
(312) 443-1975
www.chicagodeferredcomp.com

City of Chicago Health Benefits Services Center
2 N. LaSalle St., Room 1240
Chicago, IL 60602
(877) 299-5111
www.cityofchicagobenefits.org

Social Security Administration
605 W. Washington Blvd.
Chicago, Illinois 60661
(800) 772-1213 | www.ssa.gov
Create an account at Login.gov

1-2 YEARS PRIOR TO RETIREMENT

- ✓ Visit the FlyChicago.com link below for retirement planning resource videos.
 - Click on: flychicago.com/cda-retirement or scan the QR code
- ✓ Contact MEABF or LABF to discuss your eligibility status
- ✓ Contact the Benefits Services Center to discuss your healthcare options
- ✓ Create a free www.ssa.gov account to receive personalized estimates of future Social Security benefits (if applicable)
- ✓ Contact Nationwide Deferred Compensation



3-6 MONTHS PRIOR TO RETIREMENT

- ✓ Request a pension estimate from MEABF
- ✓ Request and complete the Retirement Packet with MEABF
 - Note: allow 4-6 weeks for letter processing
- ✓ Ensure CDA-HR has your correct telephone number, home and email address
- ✓ Notify your Supervisor/Manager of your planned retirement date
- ✓ Contact MEABF or LABF for confirmation
- ✓ Contact the Social Security Administration
- ✓ Contact the Benefit Services Center for COBRA healthcare insurance coverage
- ✓ Contact Nationwide Deferred Compensation
- ✓ Contact other insurance/benefit agencies if enrolled in other supplement plans

1 MONTH PRIOR TO RETIREMENT

- ✓ Schedule a Retirement Consultation with CDA-HR-LOA Representative

EXIT INTERVIEW & FINAL DAY

- ✓ Attend the Exit Interview
- ✓ Submit: City/CDA ID Cards and CDA equipment, parking placard(s), keys, etc.