

# RETIREMENT CHECKLIST



**Federal Benefits  
Made Simple**<sup>®</sup>  
AN E. A. BUCK COMPANY

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## Five Years Before Retirement:

- If you have unpaid deposits or re-deposits, review the topic of paying for service, including military service.<sup>1</sup>
- Review your survivor benefit options, including the eligibility requirements for survivor benefits, their cost and the necessity for your spouse to consent if you want to provide less than full benefits.
- If you're divorced, consider the implications. Do you have a former spouse who has rights to a portion of your retirement, survivor benefits or Thrift Savings Plan (TSP) funds? If so, submit a copy of the court order acceptable for processing (COAP) created from your divorce decree prior to submitting your retirement application.
- If you are enrolled in the Federal Employees Health Benefits (FEHB) Program, verify that you are eligible to continue your coverage as a retiree by having been enrolled for the five-year period prior to retirement.
- If you are enrolled in the Federal Employees' Group Life Insurance (FEGLI), verify that you are eligible to continue your coverage as a retiree by having been enrolled for the five-year period prior to retirement. This is also a good time to ensure you have the right amount of FEGLI coverage for your situation (you may be over-insured and paying too much for your coverage).
- If you are age 50 or better, you are eligible to make catch-up contributions to the TSP. You must be contributing the full amount to the annual base contribution limit to participate in catch-up contributions.

### Sources:

<sup>1</sup> <https://www.opm.gov/retirement-center/csrs-information/service-credit/>

<sup>2</sup> <https://www.opm.gov/support/retirement/faq/survivor-benefits/>

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