

Steps to Retirement (Administrator)

1. Determine when you will retire, then send the Notice of Resignation form (located on the District Website) to your supervisor. If you do not retire at the end of your contract, you must give at least 60 days written notice. Failure to give such notice will result in an assessment of \$1500.
2. Retiring at the end of your contract: Call URS (801-366-7770) or go to URS.org sometime in January to request an estimate of your pension benefit, this will allow them to get your retirement paperwork to you much quicker. When you are within 90 days of your retirement date with the URS (about Apr 1st), call them to request your retirement paperwork. Complete the paperwork and return to them as soon as possible.
Retiring mid-year: Request an estimate within 6 months of your retirement date. Call URS (801-366-7770) or go online (URS.org) when you are within 90 days of your retirement date with the URS to request your retirement paperwork. Complete the paperwork and return to them as soon as possible.
3. The retirement date with the URS is either the 1st or the 16th after your last day of work. The sooner you return the retirement paperwork to them the faster they can start paying your pension. The pension is paid at the end of the month.
4. Special Retirement offered from Jordan School District if you worked for them prior to 2006. Schedule an appointment with the Retirement Specialist to sign paperwork and go through your final paycheck. **For end of year retirements** - appointments will be scheduled online, wait for an email from the Retirement Specialist that will direct you to the website.
5. If you plan to begin Medicare when you retire, you should start the paperwork about 3 months before you need Medicare to begin. If you are currently on the District Insurance, and you have already turned 65, you will need to have the Retirement Specialist complete the Request For Information Form from Medicare to verify coverage since turning 65.
6. If you are going to file for Social Security, you should start the paperwork about 3 months before you need Social Security to begin.
7. Make a plan for your retirement. Having something meaningful to replace your full time work will keep you from going into depression. Retirement will be miserable if you have nothing to do.

URS Retirement Qualifications

Age 65+ with 4 years of service or more*

Age 62 with 10 years of service or more*

Age 60 with 20 years of service or more*

Any age with 25 years of service*

Any age with 30 years of service*

*Retiring before age 65 with fewer than 30 years of service reduces your monthly benefit.

Retirement Specialist – Janet Ekenstam

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