

NOTICE OF INTENT TO RETIRE

Eastern Michigan University
140 McKenny Hall
Ypsilanti, Michigan 48197

I plan to retire effective:_____. I understand that this will be my last day of employment at Eastern Michigan University. I must physically work on my last day of employment unless I am on an approved leave of absence (vacation may not be used on the planned last working day).

Name (printed)

Signature

E-Number

Date Submitted

Street or Rural Address

Home Phone and Work Ext.

City State Zip

Email Address

Please check the circle that applies to you:

- I am a MPSERS participant
- I am a TIAA participant
- I participate in both MPSERS and TIAA

I understand that as a MPSERS participant, I must contact the State of Michigan Public School Employee Retirement System to apply for retirement benefits at least 30 days in advance at (800) 381-5111 or visit: <http://www.michigan.gov/ors/>.

I understand that as a TIAA participant, I need to contact TIAA directly at (800) 842-2949 or visit: <https://www.tiaa.org/>.

The **Intent to Retire** form should be turned in to your Supervisor and HR_Benefits@emich.edu as soon as possible. Your bargaining unit contract may require a certain advance notice. Please consult with your union representative.

Please Note: When ready to retire, a formal **Letter of Retirement** **must** also be written and submitted to your **Human Resources Business Partner** so that they may initiate the separation checklist.