

## Retirement Target Dates

**March 1<sup>st</sup>**—Submit your letter to the District. This ensures you receive your contractual benefits.

- **Payment for banked sick days (see Article XXII)**
- **Step Increment: an amount equal to your last increment adjustment—becomes part of normal within two pay cycles of March 1**

**April 2<sup>nd</sup>**—The NYSTRS filing period for a July 1<sup>st</sup> retirement begins April 2<sup>nd</sup>. You can file your application up to 90 days prior to your effective date of retirement, or as late as the date of retirement. Waiting until your retirement date nears will allow you more time to make decisions and track pending legislation that could affect your final benefit. To ensure you receive your first benefit payment on the last business day in July, file your retirement application with NYSTRS by June 14. Whenever you decide to file, we urge you to submit your application by registered or certified mail. Doing so will give you proof of mailing and ensures the NYSTRS will consider your application received on the date it was postmarked. If your application is sent any other way, it is considered received the day it arrives at NYSTRS' headquarters in Albany.

**June 1<sup>st</sup>**—This is the deadline to get back into health insurance if you have been receiving the buy-out. Be sure to fill out the form for the company you wish to utilize during retirement.

**June 15<sup>th</sup>**—This is the date that you must pay the district if you are keeping dependents on insurance coverage. You pay ½ the difference between single and family coverage; however, you no longer have to make any contribution to your own health insurance premium for individual coverage.

*The following link outlines a school year plan for your last year prior to retirement.*

- <http://www.nystrs.org/main/library/Countdown.html>

If you have questions or wish to receive an application, contact the NYSTRS via the web: [www.nystrs.org](http://www.nystrs.org) or 800-348-7298 x 6250 for help.