



Montgomery County Employee Retirement Plans

ERS Pre-Retirement Checklist

All employees that are in the **Employees' Retirement System (ERS)** pension plan with a group code of either: AK, HK, EK, FK, GK, or JK, this list is intended as a guideline to assist in planning for retirement from the County. Please consult your financial advisor to discuss your specific retirement needs. For additional information and assistance, contact MCERP at (240) 777-8230 or by email at retirement@montgomerycountymd.gov.



□ **Twelve Months Prior to Retirement**

Attend one of MCERP's monthly **Planning for Retirement** virtual seminars offered every 3rd Wednesday of the month. These seminars discuss how your retirement benefit is calculated, available payment options and forms needed. *Register via Learner Home.*

Visit our website for more information <https://www.montgomerycountymd.gov/mcerp/>.

□ **Six Months Prior to Retirement**

➤ Run a pension estimate

1. Log on to the [ePortal](#) with your County username and password
2. Choose the **PeopleSoft / Pension Administration** option.
3. Click on **Self Service**.
4. Click on **Benefits Information**.
5. Click on **Pension Estimates**. Enter the first of the month in which you plan to retire as your retirement date.

➤ Register for one of MCERP's **optional Social Security** seminars via our website under the *Upcoming Events* section <https://www.montgomerycountymd.gov/mcerp/>.

➤ Start thinking about your retirement budget and expenses. Meet with a financial advisor and/or family to discuss options.

➤ Make sure all legal documents are up to date (*wills and beneficiary forms*).

Continued 

□ **Three Months Prior to Retirement**

- Meet with a MCERP Retirement Analyst to review your pension estimate and discuss any retirement concerns.
- Consider opening a Deferred Compensation (DCP) account to roll your Annual/Compensatory Leave balance into. Contact MCERP for eligibility.
- Attend one of Office of Human Resources' (OHR) monthly **Pre-Retirement Health Insurance Planning** virtual **mandatory** seminars offered every 3rd Wednesday of the month. Visit OHR's website for more information on these seminars.
<https://www.montgomerycountymd.gov/HR/Benefits/RetirementPlanning.html#1>
- Contact Social Security to file for Medicare benefits if you are age 65 or older.
www.ssa.gov

□ **Two Months Prior to Retirement**

- Apply for retirement via our portal using Google Chrome or Microsoft Edge:
<https://eportal.montgomerycountymd.gov/goto/ERSRetiree/>
- Register for OHR's **Enrolling in Health Insurance** virtual seminar which is **mandatory** through [eportal](#).

On-Demand Resources

The Montgomery County Employee Retirement Plans' website has a wealth of information about your retirement plan and upcoming seminars. <https://www.montgomerycountymd.gov/mcerp/>

Here are some helpful links to important information on our website:

- The *Frequently Asked Questions (FAQ)* web page allows you to search by key words to have your questions answered. <http://www.montgomerycountymd.gov/mcerp/faqs.html>
- Your retirement group's Summary Plan Description (SPD) contains specific details about all aspects of your membership. These details include things like eligibility requirements for normal/early retirement, available payment options, rules for purchasing service credit and information about your disability program.

Questions, we're here to help!

Contact us either by email at retirement@montgomerycountymd.gov or by phone at (240) 777-8230 so we can ensure you have all the information you need to make an informed decision!

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