


MPS Retirement Checklist - Teachers

Thinking of retiring? If so, this is what you need to do:

1. If you are age 54 or over, request a "retirement packet" from the Wisconsin Retirement System in Madison. Call 1-877-533-5020 or click the following link for an online request:
<https://trust.etf.wi.gov/ETFRetirementEstimateRqstWeb/retirementestimate.do>
2. Pension Benefit Estimator Instructions (Supplemental Early Retirement Plan) benefit calculation. Log in to MPS [Employee Self Service site](#)
 - Click the Navigator icon

Navigator
 - Click Navigator in the drop-down menu
 - Click Self Service/Benefits/Pension Calculator
 - Follow the instructions on the Pension Calculator page

Only employees that are eligible for the supplemental Teacher pension benefit will be allowed to access the calculator. If employees are in a deferred status, they will not be able to access the calculator.
3. Review the total number of accumulated sick leave hours that you have. It is important to know this when discussing retiree health benefits eligibility. This information is available on your paycheck information on the MPS [Employee Self Service site](#). For more information regarding sick leave requirements, please see the Retiree Health Eligibility Requirements in the Summary of Benefits on the MPS website.
4. If you decide to retire, complete the MPS Certificated Resignation Form available on the MPS Website. Click the following link: <https://mps.milwaukee.k12.wi.us/MPS-English/OHC/Retirees/Certificated-Resignation-Form.pdf>
5. Return the Resignation Form to the MPS Office of Human Resources at least 30 days prior to your last day of employment. It is recommended that you bring your completed form into our office in person with a copy so that it can be date stamped for you to keep with your documents.
6. Closer to your retirement date and after final sick leave accumulation has been verified, if eligible, MPS Benefits will mail you an Election and Deduction Authorization Consent form for your retiree health and life insurance benefits. Please complete and return the form to the MPS Benefits Office in Room 124 as soon as possible to ensure retiree health and life insurance enrollment is processed timely. It is recommended that you bring your completed form into our office in person with a copy so that it can be date stamped copy for you to keep with your documents.
7. Apply for your Wisconsin Retirement System benefit to ensure timely receipt of the application and your first benefit payment.
8. You may apply for Social Security retirement benefits at age 62 or full retirement age.
9. If you are receiving Social Security benefits, you will automatically be enrolled in Medicare Parts A & B approximately three (3) months prior to reaching age 65. If you are not receiving Social Security benefits, you must contact the local Social Security Office to apply for Medicare Parts A and B approximately three (3) months before you turn age 65.
10. Before your retirement, please update your contact information with a non-MPS email and current mailing address.

Additional resources:

- ["Applying for your Retirement benefit" booklet by ETF](#)
- [ETF Online retirement benefit calculator](#)
- See self-paced MPS LMS course entitled, "Retirement Course for Milwaukee Public Schools Employees"