When am I eligible to retire?

You will need to check with the pension plan of which you are enrolled in

What is the next thing I should do?

If you are a member of the Teachers’ Retirement System of the City of New York (TRS) and the New York City Employees’ Retirement System (NYCERS) you must check with the pension plan to:

- Confirm that you have met the eligibility requirements to retire
- Review your employment history
- Request a pension estimate (if applicable) of what your pension will be at the time of your projected retirement date

I am now ready to retire, what do I need to do?

There are a few steps you need to with different areas and they are:

- **Human Resource Services**
  
  For **Instructional Staff**: You must complete the City University of New York Application for Retirement Leave of Absence (**TRAVIA**). The form must be signed by the Department Chair and returned to the timekeeper in the Office of Human Resources, Room 1219 Boylan Hall.

  For **Classified Managerial Titles**: You must complete the Classified **Terminal Leave form**, and return the form to the timekeeper in the Office of Human Resource Services, Room 1219 Boylan Hall.

  Forms can be found online at our HRS “**Thinking about Retiring**” page.

- **New York City Employees’ Retirement System (NYCERS)**
  
  You must notify NYCERS of your intent to retire and file any applicable paperwork with NYCERS; 30-90 days before your last day on payroll. NYCERS can be reached at 347.643.300 or
www.nycers.org or you can visit the Customer Service Center located at 340 Jay Street, Brooklyn, New York 11201.

- **Teachers’ Retirement System of the City of New York (TRS)**
  It is your responsibility to notify TRS of your intent to retire, complete any required paperwork with TRS and to verify the exact time frame to file the required paperwork. TRS can be reached at 1.888.869.2877 or you may visit TRS at 55 Water Street, New York, New York 10041.

- **Optional Retirement Program (TIAA)**
  You must contact TIAA about filing paperwork for retirement. TIAA can be reached at 1.866.277.7957.

- **Union**
  You must contact the PSC-CUNY Welfare Fund at 212.354.1252 about pension counseling.

  **Not applicable for Excluded Titles**

- **Social Security Administration**
  - **Health and Retirement Benefits** - as required by the NYC Office of Labor Relations/Health Benefits Program, in order to continue retiree health insurance, you must have Medicare Part A & Part B **only if you and eligible dependents are age 65 and over**.

  - You must apply for your Social Security Benefits directly with the Social Security Administration. There are several ways to contact Social Security
    - Visit your nearest Social Security Office
    - Call Social Security Administration at 1.800.772.1213
    - Or go online at www.socialsecurity.gov/myaccount

- **Benefits Office**
  Two months prior to retirement date you must
  - Submit a completed Health Benefits Application to the Benefits Office
  - If you are enrolling in a Medicare HMO Plan **it is your responsibility to contact the plan and request the enrollment form**
  - Submit a signed copy of the Medicare Card with Part A & Part B only if you and eligible dependents are age 65 and over
  - Submit a copy of the receipt from your pension plan indicating you have filed for retirement. **Not applicable for members of the Optional Retirement Plan (TIAA).**

**Will there be any delays in coverage from active to retiree status?**

Yes, however, once The City of New York Office of Labor Relations Health Benefits Program processes the retiree health insurance application it will be retroactive to the retirement date.
Will I get copies of the health forms?

Yes, copies of the health forms will be mailed to your home address listed on the retiree health insurance application.

What if I have questions about my retiree health insurance?

You will need to contact the NYC Office of Labor Relations Health Benefits Program at 212.513.0470.

What should I do if I move after I retire?

You will need to contact the University Benefits Office at universitybenefits.retiree@cuny.edu. You will also need to notify your union and/or welfare fund and your pension plan.

Additional Resources


- Retiree Responsibilities and Assistance: http://www1.nyc.gov/site/olr/health/retiree/health-retiree-responsibilities-assistance.page

- Health Plans for Retirees: http://www1.nyc.gov/site/olr/health/summaryofplans/summaryofplanshome.page#retireeplans

What if I have additional questions?

Any additional questions you may have may be addressed to our Benefits Office via email: benefits@brooklyn.cuny.edu