When am I eligible to retire?

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

What is the next thing I should do?

Go to New York City Employees’ Retirement System (NYCERS)

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

NYCERS: 347.643.3000 or www.nycers.org

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

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

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

  The form can be found on 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. NYCERS can be reached at 347.643.3000 or www.nycers.org or you can visit the Customer Service Center located at 340 Jay Street, Brooklyn, New York 11201:
- **Union**
  You must notify your union of your intent to retire. The union will require you to complete paperwork. Depending on your Union, you may be eligible for welfare fund benefits when you retire. If you are unsure of what union you belong to, contact the Office of Human Resources at 718.951.5377.

- **Social Security Administration**
  Health and Retirement Benefits
  - As required by the City of New York Health Benefits Program, in order for you to continue your retiree health insurance you must apply for Medicare Part A & Part B during your terminal leave with the Social Security Administration only if you and eligible dependents are age 65 and over.
  - You must apply for Social Security Retirement through the Social Security Administration during your Terminal Leave. There are several ways to do this:
    - Visit your nearest Social Security Office
    - Call Social Security Administration at 1.800.772.1213
    - Or go online at [www.socialsecurity.gov/myaccount](http://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 an 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

**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 on file.

**What if I have questions about my retiree health insurance?**

You will need to contact the Office of Labor Relations Health Benefits Program at 212.513.0470.
What should I do if I move after I retire?

There are three areas that you will need to contact:

- **NYC Office of Labor Relations Retiree Division (OLR)**
  You will need to contact the NYC Office of Labor Relations at 212.513.0470 or you can write to them at NYC Office of Labor Relations, Retiree Division, 3rd Floor, New York, New York 10006. Please note you must include your pension number on all correspondence to the NYC Office of Labor Relations.

- **Your Union and Pension Plan**

Additional Resources

- Registration for the ongoing City of New York - Office of Labor Relations Health Benefits Program’s seminar “Transitioning to Retirement”

- Retiree Responsibilities and Assistance:

- Health Plans for Retirees:

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](mailto:benefits@brooklyn.cuny.edu)