

# Howland Local Schools

## Retiree Checklist

### Retiree To Do List

Contact STRS/SERS

Would you like a contract payoff or stretch pay      Payoff \_\_\_\_\_ Stretch \_\_\_\_\_

Voluntary deduction stop date \_\_\_\_\_

Insurance premium stop date \_\_\_\_\_

Is your last day prior to the end of your contract?      Yes \_\_\_\_\_ No \_\_\_\_\_

For any dock days, would you like them split over remaining pays or taken in one pay?

\_\_\_\_\_ Split over remaining      \_\_\_\_\_ One Pay

Company for severance payment \_\_\_\_\_

Contact Information for Annuity \_\_\_\_\_

Did you have any supplementals in the last 5 years      Yes \_\_\_\_\_ No \_\_\_\_\_

If so, please list those supplementals \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### New Contact Information

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

### Other Items needed:

Retirement letter for Board approval

Copy of first payment from STRS/SERS

Please return this form and any additional documentation to the Treasurer's Office.