



Montgomery County Employee Retirement Plans

ERS DROP/DRSP Checklist

This list is intended as a guideline to assist in planning for retirement from Montgomery County. Please consult your Financial Advisor to discuss your specific retirement needs. For additional information and assistance, contact MCERP at (240) 777-8230 or 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 through the eportal. These seminars discuss how your retirement benefit is calculated, available payment options and forms needed.

Please visit our website under the *ERS Retirement Planning Seminars* section for more information. <https://www.montgomerycountymd.gov/mcerp/>

OR

- Attend one of MCERP's **DROP/DRSP** virtual seminars. Watch your emails for notification of when these will take place. These seminars discuss how your retirement benefit is calculated, available payment options, forms needed and process.

Six Months Prior to Retirement

- Run a pension estimate

1. Log on to the ePortal with your County username and password
<https://eportal.montgomerycountymd.gov/>

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.

- Start thinking about your retirement budget and expenses. Meet with financial advisor and/or family to discuss options.
- Make sure all legal documents are up to date (*wills and beneficiary forms*)

□ **Three Months Prior to Retirement**

- Consider opening a Deferred Compensation account to roll your Annual/Compensatory Leave balance into. Contact MCERP for eligibility.
- Attend one of OHR's monthly **Pre-Retirement Health Insurance Planning** virtual seminars offered every 3rd Wednesday of the month. Visit their 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
- Register for OHR's **Enrolling in Health Insurance** virtual seminars offered every 1st Wednesday of the month through the eportal that corresponds to your retirement/termination date for an explanation of the forms that need to be submitted.
<https://ex01.montgomerycountymd.gov/>

□ **Two Months Prior to Retirement**

- Apply for DROP/DRSP Exit via our portal using Google Chrome or Microsoft Edge:
<https://eportal.montgomerycountymd.gov/goto/ERSRetiree/>
- Attend OHR's **Enrolling in Health Insurance** virtual seminar. Once you have registered, OHR will send you an invite with a link to attend the seminar.
- Register for one of MCERP's **Social Security** seminars via our website under the *Upcoming Events* section <https://www.montgomerycountymd.gov/mcerp/>.

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

Montgomery County Employee Retirement Plans (MCERP)

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