

Retirement Planning

Retirement Planning Checklist

WHEN	WHAT
90 days before your retirement date	<input type="checkbox"/> Call 877-772-5772 to apply for benefits from the U.S. Railroad Retirement Board (or Social Security), including Medicare coverage if you will be age 65 or older or otherwise eligible for Medicare when you retire.
30–90 days before your retirement date	<input type="checkbox"/> Let your supervisor know that you plan to retire. <input type="checkbox"/> Confirm that your supervisor has completed the electronic Voluntary Separation form, available on the Employee Information Portal (EIP). <input type="checkbox"/> Complete the Retirement Recognition Program form (form NRPC 2505). If you have non-agreement service prior to April 1, 2013, you will also need to complete the Amtrak Retirement Income Plan Application (form NRPC 2394). Return the completed forms to the Human Capital Employee Service Center. <input type="checkbox"/> Prior to your last day of work, complete the Employment Separation Checklist (form NRPC 3219). <i>All forms are located on the Amtrak intranet. Go to Library, then Forms.</i>
Within 30 days after your retirement date	<input type="checkbox"/> If eligible, you will be automatically enrolled into Amtrak’s Early Retiree Medical Plan. You will receive a confirmation statement in the mail.
Within 60 days after your retirement date	<input type="checkbox"/> To continue Amtrak dental and/or vision coverage when you retire, you may elect COBRA coverage. For dental coverage, call UnitedHealthcare at 800-842-5252 . For vision coverage, contact CONEXIS (our COBRA administrator) at 866-206-5751 .
Within 90 days after your retirement date (can be started before you retire)	<input type="checkbox"/> If you are participating in a Flexible Spending Account or Commuter Reimbursement Account, you have 90 days from your last day of work to submit any claims for expenses that you incurred while an active employee. <input type="checkbox"/> If you have borrowed from your Retirement 401(k) Savings Plan account and have not repaid the loan in full before you retire, you must fully repay the loan within 90 days of your retirement date. Otherwise, the loan will be considered a “distribution” from the Plan and will be subject to income taxes.
Anytime after you retire	<input type="checkbox"/> You may begin receiving distributions from your Retirement 401(k) Savings Plan account any time after you retire by contacting Fidelity Investments at 877-477-AMTK (2685) or www.netbenefits.com/amtrak .

Have You Moved?

We don’t want to visit, we just want to make sure you don’t miss important information. Keep Amtrak and the U.S. Railroad Retirement Board up to date with any address changes, even after you retire.

Amtrak Mail

Human Capital Employee Service Center
Attn: Benefits Transactions Specialist
405 King Street, Suite 310
Wilmington, DE 19801-3717

Fax: ATS-777-6610 or
202-799-6610

Email: HRESC@amtrak.com

U.S. Railroad Retirement Board

Call: 877-772-5772

Online: www.rrb.gov

Am I Ready to Retire?

- > **How will you spend your time during retirement?** In addition to the financial aspects of retirement, you should also consider how you will spend your time. Retirement can be a major adjustment and many are surprised at how hard it is to transition from full-time work to retirement.
- > **When does your spouse/partner plan to retire?** How might that affect your budget? What activities will you do together and what might you do separately? Be sure to talk to your spouse/partner about your visions for retirement **before** you retire.
- > **Are you and your spouse/partner physically fit for retirement?** Along with being financially ready for retirement, it's just as important to plan ahead for your physical health. You're never too young or too old to take the "three-legged stool" approach to your physical fitness: begin eating better, take advantage of age-appropriate health screenings and engage in regular physical activity. For information on getting and staying fit through your retirement years, check out the NIH Senior Health website at www.nihseniorhealth.gov.



- > **How will you spend your money during retirement?** Will you travel, move or sell your home, buy a second home, start a business or even work during retirement? These activities will need to be factored into how you budget your money in retirement. Before you retire, it's a good idea to work with a financial advisor to plan how you will use your money in retirement. Fidelity Investments offers **free** financial planning services to Amtrak employees. Contact **800-343-3548** or visit www.fidelity.com to locate a Fidelity Investments Center near you.
- > **Are you saving as much as you can through the Retirement 401(k) Savings Plan?** You can contribute 1 – 40 percent of pay pre-tax (up to the limits set by the IRS). Also, employees who are age 50 and older may contribute an additional catch-up contribution each year, starting in the year in which they turn age 50.
- > **What other sources of income do you have?** Beyond your Amtrak retirement benefits, you may have other financial resources, such as personal savings, inheritance, pay from another job, retirement benefits from a previous employer, your spouse's retirement benefits, etc. How will this income supplement your Amtrak retirement benefits?
- > **Do you have copies of important documents?** As you plan for retirement, it's a good idea to gather important documents, such as your birth certificate, marriage certificate, Social Security numbers for yourself and your dependents, banking information, income tax forms, etc. You'll need one or more of these documents when you apply for retirement benefits.