

# 5 STEPS TOWARD RETIREMENT



## CalPERS

Submit your retirement application with CalPERS by calling or making an appointment at their Sacramento Regional Office.

[www.calpers.ca.gov](http://www.calpers.ca.gov)  
Phone: (888) 225-7377  
Address: 400 Q Street  
Sacramento, CAC 95811



## Social Security

Contact the Social Security Administration and let them know about your retirement.

(800) 772-1213  
[www.ssa.gov](http://www.ssa.gov)

991 Parallel Dr Ste A,  
Lakeport, CA 95453



## Payroll

Call payroll to confirm if you are eligible for a medical stipend. Payroll will confirm when your first payment will be issued and the amount of your medical stipend.

Call them at (707)263-2311.

*\*Do you have a 457 account? Call them too!*

- Nationwide, Paul Menard, (916) 541-7032
- Valic, Mazher Mir, (707) 291-3375



## Resignation Letter

Let your department know about your retirement plans. Submit your resignation letter, this should include:

- a forwarding mailing address
- last day worked;
- a retirement date;
- and if you are converting any sick accruals to CalPERS Service Credit or if you will be cashing out a percentage of unused sick leave.



## WorkTerra

WorkTerra is our third party administrator for retiree benefits. At the time of your retirement, you will receive a packet from WorkTerra to elect your medical/dental/vision/life retiree benefits. If you have any questions call our WorkTerra

Phone: 888-327-2770  
Email: [retiree@workterra.com](mailto:retiree@workterra.com)

**THANK YOU FOR THE YEARS OF SERVICE!**

For more information on the retirement process please see "*Thinking of Retiring from the County of Lake?*" document.