



## TVA Retirement Checklist

### Within 3 years of retirement



- Register for the online class called Preparing to Make Retirement Decisions.
- Visit our SharePoint Site to request a retirement estimate.  
[http://fs.tva.gov/Retirement\\_Management/Benefits/SitePages/Home.aspx](http://fs.tva.gov/Retirement_Management/Benefits/SitePages/Home.aspx)
- Because it is important that your service dates are accurate, it is recommended that you review your Service Dates in PLUS. These dates could affect your Healthcare Credit calculation at retirement. Contact HR Support for additional assistance via email at [HRsupport@tva.gov](mailto:HRsupport@tva.gov) or by phone at 888-275-8094.

### No later than 2 weeks before retiring

- Inform supervisor of retirement.
- Contact Human Resources to plan activities associated with retiring.
- Verify Company Seniority Date in PLUS. This date is used in the TVA Healthcare Credit calculation, if eligible.
- Update external email address in PLUS for access to the Retiree Portal.
- Submit letter of resignation/retirement via handwritten letter, email, or fax to supervisor with a copy to Human Resources representative.
- Submit retirement application (available on TVARS website) to the Retirement System via mail, fax, or in-person within 60 days after your termination date.\*
- Submit Retiree Medical Application (TVA Forms #17328), if eligible, to TVA Employee Benefits, WT 8D-K. Retiree medical election forms must be received by TVA Employee Benefits within 30 days after termination in order to maintain eligibility for retiree medical coverage.
- (Optional) Submit Retiree dental insurance application directly to Delta Dental. Submit no later than 30 days after employment ends.
- (Optional) Contact Long Term Care Partners (800-582-3337) if you wish to continue payroll deductions for your Federal long-term care insurance. Use Payroll Office Identifier No. 64909901

### Additional information

Review "Benefits Summary for Terminating Employees" on TVA's internal website for important information about life, accident, and other benefits. Contact TVA Employee Benefits for additional assistance via email at [TVAEmployeeBenefits@tva.gov](mailto:TVAEmployeeBenefits@tva.gov) or by phone at (888) 275-8094.

### Contact us

Website: [www.tvvars.com](http://www.tvvars.com) (from work or home)

Email: [retsvcs@tva.gov](mailto:retsvcs@tva.gov)

Phone: (800) 824-3870  
(865) 632-2672

Fax: (865) 632-8591

TVA Mail: TVA Retirement System, WT 8A-K

*\*If your application is not received within 60 days after your termination date, you will be subject to a default benefit. The default benefit is a deferred retirement benefit with no survivor benefit and payments scheduled to begin no later than age 65.*