



TVA Retirement Checklist

Within 3 years of retirement



- Register for the online class called Preparing to Make Retirement Decisions through the Learning Management System.
- Visit our SharePoint Site to request a retirement estimate.
[TVARS Benefits - Home \(sharepoint.com\)](#)
- Schedule a virtual individual meeting with a TVARS Consultant to learn more about retirement options by emailing retsvcs@tva.gov.
- Meet with a Fidelity Investments Retirement Planner virtually or by phone by visiting [Home - Tennessee Valley Authority \(fidelity.com\)](#) and clicking on the Meet link.

No later than 2 weeks before retiring

- Submit letter of resignation/retirement to supervisor with a copy to Human Resources Generalist.
- Verify your service dates in PLUS. These dates could affect your Healthcare Credit calculation at retirement, if eligible. Contact HR Support for additional assistance via email at HRsupport@tva.gov or by phone at (888) 275-8094.
- Verify your Federal Employees Group Life Insurance (FEGLI) beneficiary, if applicable, with TVA Employee Benefits.
- Verify your 401(k) Plan beneficiary, if applicable, with Fidelity Investments.
- Submit a retirement application (available on TVARS website) to the Retirement System within 60 days after your termination date.*
- Submit Retiree Medical Application (TVA Form 17328), if eligible, to TVAEmployeeBenefits@tva.gov within 30 days after termination in order to maintain eligibility for retiree medical coverage. Retiree Dental Insurance Application must be submitted directly to Delta Dental no later than 30 days after employment ends. Eligibility requirements and both applications can be found in the “Benefits Summary for Terminating Employees” publication.
- Contact Long Term Care Partners at (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 or by phone at (888) 275-8094.

Contact us

Website: www.tvars.com (from work or home)

Email: 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.*