Retirement-Ready Checklist

The Western Pension and Benefits team is here to help make your retirement planning and transition the best it can be. The following checklist will outline the steps you can take as you plan and transition to retirement.

- **Attend a full-day workshop** – You may attend one of these excellent full-day Financial and Pre-retirement Planning workshops if you are 45 years of age or older and considering retirement within the next ten years. This workshop covers the role of the Western pension, government pensions and private savings, as well as offering some practical information on lifestyle changes in retirement, investing, and tax planning.
  - See dates for upcoming sessions and registration information
  - A Western Pension and Benefits Consultant can assist you in deciding if the time is right to attend a workshop. Email hrhelp@uwo.ca
  - You will also find helpful information in the Western Retirement Guide

- **Meet with a Western Pension & Benefits Consultant** – If you are planning to retire in the next five years, this meeting is a great way to learn about all your retirement income options, review projections of your retirement savings and income, discuss post retirement benefits (if eligible), and learn about notice requirements and the retirement process.
  - To arrange a meeting call Human Resources at 519-661-2194 or email hrhelp@uwo.ca
  - Confidentiality: Your meeting with a Pension and Benefits Consultant is confidential. This will allow you to discuss possibilities and make a plan before you give official notice.

- **Attend a Sun Life Group Information Session** – Sun Life Financial is Western’s preferred provider of a RIF program. The newly introduced Sun Life Retirement & Savings Plan is one option available to retirees who wish to begin receiving an income from their pension savings. Group information sessions will be held periodically on campus and you are also invited to watch a recorded session at your leisure. These sessions are well suited to those within two years of retirement, who want to better understand this option and all the benefits offered by the new Sun Life Plan.

- **A planning session with a Western Pension & Benefits Consultant** – When you are one year away from your retirement, we suggest another meeting with a Pension & Benefits Consultant at Western. This allows another review of projected savings and income options, and some help in preparing for the big date!

- **Attend a 1:1 meeting with a Sun Life Retirement Consultant** – If you are within a year of retirement, have already met with a Western Pension and Benefits Consultant to discuss your retirement options, and you are ready to discuss a possible or definite move the new Sun Life Plan, a Sun Life Retirement Consultant can meet with you in London, or via phone or teleconference. You can talk about your goals and investments, discuss whether you wish to bring spousal or outside assets into the plan, and perhaps begin the paperwork to make the move.

**Questions about retirement planning?**

We can help! Contact Western Human Resources at 519-661-2194 or email hrhelp@uwo.ca