

Retirement Election Change Request Form

Name

Department

This form must be submitted to your Vice President in order to request a change in your retirement plans (e.g., retirement date, retirement option/transitional window). If you have not previously selected a retirement option, this form must also be used to request a retirement plan. **One year advance notice is required for a change in retirement date.**

Requested Retirement Date: _____

Requested Retirement Option:

1. **CLOSED Window #1 (Retirement must be prior to December 31, 2002)**

Requested Window #1 Retirement Leave: _____

2. _____ **Window #2**

3. **CLOSED Window #3 (Retirement must be prior to December 31, 2007)**

Requested Window #3 Retirement Leave: _____

4. _____ **University Retirement Policy (as revised January 1, 1998)**

Rationale for Change(s) Requested: (attach additional sheets if necessary)

Signature

Date

Vice President's Approval

Date

Received by Staff Benefits

Date