

## Steps to Take Before Retirement – Optional Retirement System (ORP) Members

If you are a member nearing retirement, you should **contact your Optional Retirement Program [ORP investment provider](#) 60 days prior to your anticipated retirement date.**

You will want to notify your vendor of your retirement date and discuss options for withdrawals or investments for your account. You will work directly with your vendor regarding retirement with ORP.

- Contact UNT System Benefits at 1-855-878-7650, Monday through Friday, from 8 a.m. to 5 p.m. or email [hrbenefits@untsystem.edu](mailto:hrbenefits@untsystem.edu) to verify your eligibility for Employees Retirement System retiree medical insurance. To receive insurance benefits in retirement, you must have 10 years of service credit with the Group Benefits Plan through ERS, and either be age 65 or meet the Rule of 80 (service years + age = 80).
- If you would like to meet with a UNT System Benefits Representative, schedule a retirement appointment 30 days before your retirement date to complete ERS Retiree Insurance Enrollment and complete exit forms for your location. You can contact representatives by phone at 1-855-878-7650, Monday through Friday, from 8 a.m. to 5 p.m., or email [hrbenefits@untsystem.edu](mailto:hrbenefits@untsystem.edu).
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