

## Retirement Separation Submission Form

Eastern Michigan University  
140 McKenny Hall  
Ypsilanti, Michigan 48197

Please consider carefully before submitting to Human Resources. Your decision to separate service for the purposes of retirement or resignation is irrevocable. If you are participating in the Voluntary Early Retirement Incentive Plan, submission must be received no later than July 17, 2017. The seven (7) day revocation period ends seven (7) days after your submission.

I, \_\_\_\_\_ do hereby give notice to Eastern Michigan University (“EMU”) that I am retiring or resigning. My Supervisor \_\_\_\_\_ and I have mutually agreed that my retirement date will be effective \_\_\_\_\_, 2017. My last day of employment will be \_\_\_\_\_, 2017. I understand that I must retire on or before August 11, 2017, and if no date is selected, my severance date will be August 11, 2017.

\_\_\_\_\_  
Supervisor’s Name (printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Employee Name (printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
EID Number

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
Street or Rural Address

\_\_\_\_\_  
Home Phone and Work Ext.

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Email Address

Please check the circle that applies to you:

- I am a MPSERS participant
- I am a TIAA participant
- I participate in both MPSERS and TIAA

I understand that as a MPSERS participant, I must contact the Michigan Public School Employee Retirement System to apply for retirement benefits at least 30 days in advance at (800) 381-5111 or visit: <http://www.michigan.gov/ors/>.

I understand that as a TIAA participant, I need to contact TIAA directly at (800) 842-2949 or visit: <https://www.tiaa.org/>.

The **Retirement Separation Submission** form should be turned in to David Turner, Vice President of University Human Resources, 140 McKenny Hall, as soon as possible. Your bargaining unit contract may require a certain advance notice. Please consult with your union representative.