

Section 4 – Departmental Signature

Signature of Department Chair, Dean, or Supervisor/Authorized Representative (printed and signed)	Date Signed
Department Contact Printed Name	Phone Number

EMPLOYEE INSTRUCTIONS:

- Complete sections 1-3 and provide form to your department with at least 60 days' notice prior to your retirement date.
- Submit a copy of your certified recorded marriage certificate or most recent divorce decree, if applicable, to retirement@umsystem.edu or 1000 W Nifong Blvd. Building 7, Ste. 210, Columbia, MO 65211-8220.
- If, at the time of your retirement, you or any of your dependents will be Medicare-eligible and covered on a medical plan in retirement, we recommend you contact your local Social Security office to enroll in Medicare Part A and Part B approximately 60-90 days prior to your retirement date.*

**Enrollment in Medicare Part A and Part B is required to enroll in the Group Medicare Advantage plans sponsored by the University of Missouri.*

DEPARTMENT INSTRUCTIONS:

- Complete Section 4.
- Submit ePAF for 12 month appointment or PAF for 9 month appointment based on your campus HR's retirement processing procedures along with this form. Please contact your campus HR representative/CAPS Center if you have any questions.