



Retirement Planning Checklist

Christian Reformed Church Ministers' Pension Plan

A guide to help you prepare for retirement.

6-12 Months Before Retirement

- ☐ Notify your church council and classis of your anticipated retirement date.
- ☐ Contact the Pension Office to discuss your retirement plans and timeline.

2-3 Months Before Retirement

- ☐ Confirm your retirement date with your church.
- ☐ Complete your pension application forms, obtaining any required notarizations.
- ☐ Return all required forms to the Pension Office.

Documents You May Need

- ☐ Birth certificate or passport, for self and spouse
- ☐ QDRO (Qualified Domestic Relations Order) (if applicable)
- ☐ Banking information for direct deposit, voided check
- ☐ Beneficiary information

After Retirement

- ☐ Review your first pension payment.
- ☐ Notify the Pension Office to update your:
 - mailing address
 - email address
 - telephone number
 - banking information
 - marital status
- ☐ Keep your beneficiary information current.

Questions? If you have questions at any point during the retirement process, please contact the Pension Office.

Pension and Retirement Office

2969 Prairie St SW, Suite 102
Grandville, MI 49418

Email: pension@crcna.org

Phone: 616.224.0722