



## AIRCRAFT MECHANICS FRATERNAL ASSOCIATION LOCAL 14

2800 South 192<sup>nd</sup>, Suite 100, SeaTac, WA 98188  
Telephone: 206-439-0300 Fax: 206-439-0309  
Website: amfa14.org

# AMFA 14/Alaska Airlines Retirement Checklist

Prior to retiring it is recommended that you contact Benefits to receive a “Benefits Estimate.” Also, it is recommended that you contact a financial advisor or consultant and review your portfolio to help limit any financial hardships after retiring.

After you have decided on a retirement date, you must provide written notice to your manager, to the Human Resource Field Team Manager and to the Retirement Department at least 90 days, but no less than 60 days, prior to your retirement date. Include a current email address where Benefits can confirm receipt of your paperwork and contact you if needed.

You, and your spouse if married, will also need to provide a photocopy of your birth certificate, passport or other legal identification to verify your birth date.

\*NOTE: I.R.S. and D.O.L. regulations state that you must have your retirement packet at least 30 days prior to your retirement date. Failing to notify the company at least 60 days prior may result in a later retirement date.

\_\_\_\_\_ Notify the Company of your retirement date at least 90 days, but no less than 60 days, prior to your final work day.

\_\_\_\_\_ Notify the AMFA Local 14 Vice President of your retirement date at:  
[vicepresident@amfa14.org](mailto:vicepresident@amfa14.org)

\_\_\_\_\_ Complete an AMFA membership withdrawal form and route to the Local 14 Secretary. Withdrawal forms can be found under the “Forms” tab on the AMFA Local 14 website at: [www.amfa14.org](http://www.amfa14.org)

\_\_\_\_\_ Prior to your last day at work, print any paperwork that you may later need: pay stubs, etc.

\_\_\_\_\_ Return your Port badge.

\_\_\_\_\_ Return your parking permit.

You will need to return your active Employee ID card prior to having a Retiree ID card issued.

For frequently asked questions regarding retirement planning, survivor benefits, medical benefits, travel, etc., visit the Alaska Airlines “Retirement Center” via the AlaskasWorld, Benefits/Pay link at:  
[www.alaskasworld.com/ES/RetirementResources/default.asp](http://www.alaskasworld.com/ES/RetirementResources/default.asp)

**SAFETY IN THE AIR BEGINS WITH QUALITY MAINTENANCE ON THE GROUND**

