PlanWealth.ph
Your money. One clear plan.

SSS Retirement Checklist

For sons and daughters helping Mom or Dad get their SSS pension at 60 or 65. What SSS needs, and when to prepare each one.

Parent 1 Name _____ 60th birthday _____

Parent 2 Name _____ 60th birthday _____

Keep this page private. Don't post SSS numbers or IDs online.

The one deadline that matters

A monthly pension needs **120 monthly contributions**. Payments made in the 6-month window around retirement (the retirement quarter plus the quarter before) **don't add to the 120**.
So any missing months must be paid **before** that window starts. Use the table below to find the deadline, then check their records this week.

If they retire in…	These months won't add to 120	Pay missing months by the end of…
Jan, Feb or Mar	Oct of the year before to Mar	**Sep** of the year before
Apr, May or Jun	Jan to Jun	**Dec** of the year before
Jul, Aug or Sep	Apr to Sep	**Mar** of the same year
Oct, Nov or Dec	Jul to Dec	**Jun** of the same year

Example: Dad turns 60 and retires in May 2027. Jan–Jun 2027 payments won't add to 120, so the missing months must be paid by Dec 2026.

Parent 1 deadline _____ Parent 2 deadline _____

Set a realistic expectation

An SSS pension is a floor, not the whole plan. Many pensions are modest, so pair it with the family's savings, Pag-IBIG savings and PhilHealth coverage. Talk about monthly needs early, and share the cost fairly among siblings.

STEP 1

Check the 120 contributions and clean up records

Do this 6 to 12 months ahead. Below 120, SSS pays a one-time lump sum (total contributions plus interest) instead of a monthly pension. If they're close, paying as a voluntary member to reach 120 is usually worth it.

	Item	Parent 1	Parent 2
1.	Register or recover their My.SSS account sss.gov.ph or the My.SSS app. Reset the password if forgotten.	☐	☐
2.	Save or screenshot their full contribution history (Inquiry → Contributions)	☐	☐
3.	Count total posted contributions and how many are missing Parent 1 _____ Parent 2 _____	☐	☐
4.	Name, birthdate and civil status match the PSA birth certificate exactly One wrong letter can hold up a claim for months.	☐	☐
5.	Check for a second SSS number (maiden name or misspelling)	☐	☐
6.	List unpaid SSS loans: salary, calamity, educational and others Unpaid short-term loans are deducted in full from the benefit.	☐	☐
7.	File any record corrections now. They can take months	☐	☐
8.	If short of 120, start voluntary payments before the deadline on page 1	☐	☐

STEP 2

Decide: claim at 60, or wait for 65

At 60, retirement is optional and they must have stopped working (or stopped self-employment). At 65, they can claim even while still working.

The catch

If they claim at 60 and go back to work before 65, the pension is put on hold. They pay SSS again while working and can reapply at 65. Waiting also adds years of contributions, which can mean a bigger monthly pension for life.

	Item	Parent 1	Parent 2
1.	Write down the plan: claim at 60, or wait until 65 Parent 1 _____ Parent 2 _____	☐	☐
2.	If claiming at 60, confirm they will really stop working	☐	☐
3.	If employed, tell the employer early Employees aged 60 to 64 need the employer to certify the separation through the employer's My.SSS account.	☐	☐

STEP 3

Set up the bank account (DAEM)

SSS only pays into an account it has approved. Delays here are a common reason payouts are late, so finish this before filing.

	Item	Parent 1	Parent 2
1.	Open or confirm an account in the parent's own name Name must match their SSS record. A UMID card enrolled as an ATM is also accepted.	☐	☐
2.	My.SSS → E-Services → Disbursement Account Enrollment Module (DAEM)	☐	☐
3.	Upload proof of account and a valid ID Make sure the name and account number are easy to read.	☐	☐
4.	Wait for DAEM approval before filing the retirement claim	☐	☐

STEP 4

File the retirement claim

Most claims are filed online in My.SSS once the parent is eligible.

	Item	Parent 1	Parent 2
1.	My.SSS → E-Services → Apply for Retirement Benefit	☐	☐
2.	Fill in the details, answer the eligibility questions and upload documents	☐	☐
3.	Choose: monthly pension, or the first 18 months as a discounted lump sum This is chosen when filing. The lump sum is discounted, so weigh it against an actual need.	☐	☐
4.	Save the transaction number, confirmation email and every uploaded file	☐	☐
5.	Watch for SMS and email updates on the claim	☐	☐

File at a branch instead if any apply: dependent children, guardianship, self-employed and below 65, outstanding loan balances such as educational or privatization loans, or combining GSIS and SSS years (portability).

STEP 5

Documents to have ready

- ☐ SSS number and a valid ID, like the UMID
- ☐ PSA marriage certificate, if married
- ☐ Employer's certification of separation, if employed
- ☐ Birth certificates of children under 21, if any
- ☐ PSA birth certificate
- ☐ Proof of the DAEM-approved bank account
- ☐ Retirement Claim Application form, if filing at a branch
- ☐ Letter of authority and ID, if someone files for them

STEP 6

Timeline at a glance

Count back from the retirement date. Write in your own dates.

When	What to do	My date
12+ months before	Log in to My.SSS. Count contributions. Check names against the PSA. List loans.	
Before the deadline (page 1)	Pay any missing months as a voluntary member. File record corrections.	
3 to 6 months before	Open or confirm the bank account. Enroll in DAEM. Settle loans or plan for the deduction.	
At 60 (or 65)	Stop work if claiming at 60. File the claim in My.SSS. Apply for the senior citizen ID at the OSCA.	
First months after	Confirm the first pension landed in the right account.	
Every December	Expect the 13th month pension. It's an extra payment, not an error.	
At 80+, or if living abroad	Complete the yearly ACOP (Annual Confirmation of Pensioners), or the pension is suspended.	

STEP 7

Worth knowing

- **How the pension is computed.** SSS runs three formulas using their average monthly salary credit and years of contributions, and pays the highest. The minimum is ₱1,200 a month with 10 years, or ₱2,400 with 20 years.
- **₱1,000 extra benefit.** Added to every monthly pension since 2017.
- **13th month pension.** An extra month of pension every December.
- **Dependent's pension.** Children under 21 can add 10% of the pension or ₱250 each, whichever is higher, for up to five children.
- **Employer retirement pay is separate.** Under RA 7641, many private employers owe a one-time retirement pay of at least 22.5 days' salary per year of service. This is claimed from the employer, not SSS.
- **ACOP.** Retirement pensioners aged 80+ or living abroad must confirm yearly. SSS may also notify others. Missing it suspends the pension.

Sources

Social Security System: Retirement Benefit page and voluntary membership rules (sss.gov.ph, 2026) · SSS Circular No. 2020-018 on online retirement claims · SSS Annual Confirmation of Pensioners guidelines · Republic Act 11199 (Social Security Act of 2018) · Republic Act 7641 (Retirement Pay Law) · Respicio & Co. legal guides on retirement semester, DAEM and re-employment rules (2026).

Rules and amounts are current as of October 2026 and can change by SSS circular. This checklist is for education only and is not personalized financial or legal advice. Confirm deadlines with sss.gov.ph or the SSS hotline 1455.

More free tools and guides

planwealth.ph · @planwealth.ph