

Applying for service retirement

This checklist can help guide you through the service retirement application process. Please note, not all items apply to all employees.

Employee to-dos: insurance benefits

- Attend a *Get Set for Retirement* preretirement seminar.
- Up to six months before your retirement date, complete and submit to PEBA an *Employment Verification Record* to determine retiree insurance eligibility. Retirement eligibility does not guarantee eligibility for retiree health insurance. Only PEBA can determine retiree insurance eligibility.
- If eligible for retiree insurance:
 - Review *Insurance Benefits Guide* and *Insurance Coverage for the Medicare-eligible Member* handbook, if applicable.
 - Make coverage elections by completing *Retiree Notice of Election* and complete *Certification Regarding Tobacco and E-cigarette Use* form. Be sure to include any needed documentation. Submit forms to PEBA within 31 days of retirement date.
- Complete forms you receive from MetLife to continue or convert life insurance, if applicable.
- Contact The Standard to convert Supplemental Long Term Disability coverage, if applicable.
- Update life insurance beneficiaries.

Employee to-dos: retirement benefits

- Attend a *Get Set for Retirement* preretirement seminar.
- Using Member Access, submit a retirement application as early as six months before, but no later than 90 days after, your desired retirement date. Do not terminate employment until PEBA has audited your service credit and you receive official notice of retirement eligibility.
 - Submit all supporting documentation.
 - Select a payment option.
- Update retirement plan and Deferred Compensation Program beneficiaries.