UNIVERSITY HUMAN RESOURCES
EMPLOYEE BENEFITS

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ORP Pre-Retirement Checklist

- ☐ **Attend an ORP Pre-Retirement Seminar**
- ☐ **Call Optional Retirement Program Vendor (TIAA or Fidelity)**
  - Lifetime Annuity/Distribution is required to continue Health Benefits for self
  - Dual Lifetime Annuity/Distribution is required for Health Benefits to continue to spouse after death of retiree
  - Annuity must be drawn from ORP account for Health Benefit eligibility
  - TIAA or Fidelity must complete 'ORP Vendor Verification' form in ORP Health Benefit Packet (form #5)
  - Full Payouts of ORP account (without set-up of proper annuity/distribution) will not meet eligibility requirements for health benefits
- ☐ **Contact Social Security Administration/Medicare, if age 65 and over**
  - Discuss Medicare Part A & B: cost, effective dates, enrollment requirements
  - Must enroll in Medicare Part B directly when Retirement starts if over 65
  - Spouses receiving health coverage must enroll in Medicare Part B if over 65
  - Employer may be required to complete a Medicare Verification Form for Part B
- ☐ **Complete ORP Packet for Health Benefits**
  - Make sure to include 'ORP Vendor Verification' form (Form #5)
  - Employee Benefits will do Employer Verification form
- ☐ **Complete Health Benefit Enrollment Form**
  - Submit Retiree Health Benefit Enrollment forms 60 days prior to retirement date
  - Include required documentation for adding spouse and dependents, if applicable
  - If enrolled in Medicare Part B, include a copy of Medicare Card
  - View rates and discuss subsidy with Benefits Counselor
- ☐ **Submit Resignation Letter to department at least 30-days prior to retirement**
- ☐ **If Faculty, "Memo of Consultation" to be sent to Department Head**
- ☐ **Discuss Final Leave**
  - Final Annual & Holiday Leave Payout (if applicable), may be rolled-into an SRA

Questions?

Please contact your Benefit Services Counselor at 301.405.7575