

Retirement Benefits Checklist

Years Before Retirement

___ Attend Retirement seminars so you know in advance what you may need to consider to retire.

___ Review information on Phased Retirement Program.

One Year Before Retirement or When Your Retirement Date is Established

Contact the appropriate office for the type of retirement annuity you have:

If you have TIAA/CREF-

___ Contact the ISU Office of Retirement Information and Planning, (294-7680) or TIAA/CREF (1-800-842-2776) to obtain an estimate of your retirement income.

If you have IPERS-

___ Contact IPERS (1-800-622-3849) for an estimate of your IPERS retirement income.

If you have Federal (FERS)-

___ Contact the Extension Human Resource Office (294-3283) for estimates if you are a Federal Retirement Plan participant.

___ Contact the Social Security Administration office to check on eligibility for benefits for yourself and your spouse and to order an estimate of your Social Security income.

___ Contact any past employers, including the military, in order to determine eligibility for other retirement benefits.

___ Discuss your plans to retire with your supervisor and/or department head.

Three to Four Months before Retirement

___ Contact TIAA/CREF and/or IPERS and order retirement application forms. For TIAA/CREF, specify your retirement date and what options you want (annuitization, IPRO, cashability, rollover, etc. for Regular Annuity and/or SRA).

___ If you have been making contributions to a tax-shelter annuity other than TIAA/CREF, contact that company and order the required forms to begin benefits.

___ Federal employees should talk to the Extension Finance Office about benefits payable under federal retirement and thrift savings plan.

One to Two Months before Retirement

___ Inform your department of your intent to retire and the date you choose.

___ Complete and mail the retirement annuity applications.

___ Apply for payment of unused sick leave. See "Other Benefits" on this checklist.

___ Contact the Benefits Office, 3770 Beardshear Hall (294-7680) regarding continuation of your medical and/or dental insurance – see "Other Benefits" section of this checklist

Other Benefits

Continuation of Medical/Dental Insurance after Retirement

The ISU Benefits Office notifies the insurance companies of your retirement. You will pay premiums directly to the insurance companies to continue coverage. If you drop the coverage, by choice or lack of payment of premiums, you will not be allowed to re-enroll in the plan.

If you are at least 3 months over the age of 65 at retirement, you must enroll in Part A and Part B of Medicare within the eligibility window allowed by Social Security. Contact the Benefits Office to obtain an affidavit, which will allow you to enroll without a penalty. Take the affidavit to Social Security to enroll in Medicare. Your ISU insurance will become your secondary coverage.

Faculty, P&S employees, Supervisory Merit employees

- You must be age 55 or older and have been enrolled in an ISU Medical/Dental plan for 5 continuous years, immediately preceding retirement. Your spouse may participate in your retirement plan unless they are eligible for another employer group plan.

A Surviving spouse is allowed to continue coverage if they are enrolled in the retiree's medical and/or dental plan at the time of the retiree's death.

Non-supervisory Merit employees – You must be age 55 and retiring from ISU. Surviving spouses are eligible to continue coverage provided the

spouse is enrolled in the retiree's health and/or dental plans at the time of the retiree's death. Retirees pay the insurance premiums directly to the medical and/or dental insurance companies to continue the coverage.

Medicare Part A, B and D

For both groups, after retirement, Medicare is the primary carrier when you and/or your spouse are eligible. You must enroll in both Part A and Part B of Medicare when eligible! Delaying enrollment will result in a penalty from Medicare for Part B and the health insurance will require you to pay the portion that Medicare would have paid.

Part D – prescription drug plan

Faculty, P&S employees, Supervisory Merit employees

Medco prescription drug coverage continues for retirees and/or eligible family members on the medical plan not eligible for Medicare Part B. All ISU Plan retirees eligible for Medicare Part B will need to enroll in Humana the month prior to the Part B effective date. The cost for Medco or Humana is included in the retiree premium paid to the medical insurance company by the retiree.

Non-supervisory Merit employees-

Retirees with the State of Iowa plans with Wellmark may choose to enroll in SilverScript when they become eligible for Medicare Part B or during the open enrollment time each fall. The SilverScript is coordinated with the existing prescription coverage provided as part of the medical plan. The retiree pays a premium to Silverscript or through a deduction from their Social Security income. Enrollment is not required.

Retirees with the State of Iowa plans from United Healthcare do not have a Part D option.

Life Insurance after Retirement

The University will continue a \$4,000 term life policy for you if you are age 55 or older **and** if you have been enrolled in the plan for 10 years immediately prior to your retirement.

Your current beneficiary designation(s) will be used unless you elect to change it.

Long Term Disability Insurance

Coverage ends on the last day of the month in which you retire.

Spending Account

Eligible claims must be incurred by the last day of the month in which you retire unless you choose to continue to make contributions to the spending account through the COBRA option. COBRA extends your eligibility to incur claims for each month you make the contribution. It will end the last day of the month you stop contributing and/ or December 31 in the year you retire.

Long-Term Care Insurance

If you are currently enrolled in long-term care insurance through John Hancock you may continue this coverage after retirement. Since payroll deductions of premiums will end on your last month of employment, call the John Hancock Customer Service Center at 1-888-999-4563 to arrange continuing premium payments directly to John Hancock.

Unused Vacation/Sick Leave Conversion/Compensatory Leave

Unless you are required to forfeit unused time, you will receive pay for any remaining accrued vacation, sick leave conversion and compensatory leave time. The total compensation will be the number of hours accrued on the date of retirement multiplied by the hourly wage rate. Payment is usually made with the final paycheck. Payment is subject to federal and state income tax withholding, FICA and Medicare tax at a lump-sum distribution rate.

Sick Leave

If you are 55 or older, you are eligible to apply for a payment for unused sick leave. Request the form from the Benefits Office. The total compensation will be the number of hours accrued on the date of retirement multiplied by the hourly wage rate up to a maximum of \$2,000.00. You will receive payment on the 15th of the month after retirement month provided your form arrives and routes before the deadline for that month. You may contact the Benefits Office if you do not have payment by that time. Payment is subject to federal and state income tax withholding, FICA and Medicare tax at the lump sum distribution rate.

For answers to questions regarding TIAA/CREF income estimates or assistance with the annuity application forms, contact the Retirement Information and Planning Office, 3680 Beardshear Hall, (515) 294-7680.