

Retirement Benefit Checklist for Faculty, P & S, Supervisory or Confidential Merit:

- Employees, age 55 or older, who designate their resignation reason as “retirement” may be eligible for retiree benefits. (See 5 and 10 year rules for insurance on page 3.)
- The designated retirement date must be a scheduled work day and you must be present on the last day.

Early - Years Before Retirement

- Visit with a personal financial planner and/or use the services provided by your ISU retirement plan. The local TIAA office provides free consulting even when your investments are not with TIAA.
- Use on-line tools to plan for retirement income. <http://www.hrs.iastate.edu/hrs/node/185>
<https://www.tiaa-cref.org/public/advice-guidance/on-demand-webinars>
<https://www.ipers.org/>
https://www.valic.com/home_3240_422903.html
- For those with other supplemental plans offered through ISU payroll deduction:
<https://www.metlife.com/individual/investment-products/annuities/index.html#types>
<https://www.ameriprise.com/?link=nav>

One Year Before Retirement or When You Know Your Retirement Date

Contact the appropriate office(s) for the type of retirement income you may have.

- Contact ISU Office of Retirement Information and Planning to schedule an appointment to ask questions regarding income estimates or for assistance with the annuity application forms at 515-294-4800 or toll free 1-877-477-7485

If you have TIAA

- Contact the TIAA National Customer Service at 1-800-842-2776 for an estimate of your retirement income. Or,
- Contact the TIAA local Ames Office at 1-866-904-7803 to schedule a meeting or, Use your personal user ID and password for the TIAA system to schedule a meeting using the on-line reservations system at this link: <http://www.tiaa-cref.org/services/meetings/index.html>

If you have IPERS

- Contact IPERS 1-800-622-3849 or use the on-line site to calculate your retirement income. <http://www.ipers.org/members/index.html>

If you have VALIC

- Contact a VALIC agent at 1-800-448-2542
https://www.valic.com/home_3240_422903.html

If you have Federal (FERS)

- If you are a FERS participant, contact the Extension HR Office, Extension 4-H Building, Room 1110A or call 515-294-3283 for an estimate.

___ Contact your local Social Security Administration office or use the on-line link to check on your eligibility for benefits. Order an estimate of your Social Security income.

<http://www.ssa.gov/onlineservices/>

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

___ Optional: Consider discussing your plans to retire with your supervisor or department head.

___ Discuss your plans with the ISU Benefits Office Consultants to review your options for keeping ISU insurance after retirement. Your last day of work is important to know as this has a bearing on your insurance, taxes, and Medicare details. Call 515-294-4800 or 1-877-477-7485 to schedule an appointment with a Benefits Consultant.

Three to Four Months Before Retirement

___ Contact the appropriate office from the list above regarding income to begin the application process. For TIAA, specify your retirement date and the income options you want.

___ Contact any other financial institution where you have retirement savings such as TSAs, IRAs, Roth plans, or CDs to request retirement income details from those institutions.

One to Two Months Before Retirement

___ Consider when to inform your department of your intent to retire, if you haven't already. Complete the "Notice of Resignation" form (found on the Benefits webpage under Forms), checking retirement and indicating the date of your last day of work.

___ Apply for payment of unused sick leave by contacting the ISU Benefits office. Without an application request, available sick leave is forfeited. The total possible payout will be the number of hours accrued on the date of retirement multiplied by the hourly wage rate up to a \$2,000 maximum. Payment is subject to tax withholding at a lump sum distribution rate. The sick leave will be paid on the 15th of the month, after the month you retire; provided your application routes before that month's payroll deadline. You may contact the ISU Benefits Office if you do not have payment by the 15th.

___ Talk to your department regarding using vacation, converted or compensatory leave time. Any used time may be paid automatically on the last pay or the end of the following month, unless you are required to forfeit unused time.

___ Complete retirement income applications where possible.

___ Contact the ISU Benefits Office Consultants regarding eligibility to continue ISU insurance when retired, **completing necessary paperwork** and possible Medicare information.

After Retirement

___ Complete retirement income applications so income can begin. See contact information listed on page 1. TIAA participants should also request on-line authorization from ISU UHR Service Center by calling 515-294-4800 or 1-877-477-7485.

Specific Benefits Information

Important Information Prior to Retirement & After Retirement

Please note: The required years of continuous participation when employed to continue Life and Medical/Dental in retirement is on this page.

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 basic life insurance plan for **10 continuous years or more** up to your retirement date. Beneficiary designations should be updated and/or reviewed periodically during retirement.

Long Term Disability Insurance: Coverage ends the month in which you retire. If you are considering retirement due to a medical condition, it is in your best interest to investigate the disability option prior to electing to retire. Schedule an appointment with an ISU Benefits Consultant.

Long Term Care Insurance: If you are enrolled in the ISU Group plan with Genworth or John Hancock with payroll deductions, you will be billed directly. One month prior to your retirement date contact Genworth (800-416-3624) or John Hancock (888-999-4563) to arrange continuation of the payments.

If you do not have long term care insurance, consider shopping for coverage. The ISU group option through John Hancock is not available to any new applicants but Genworth will consider applicants. A resource to review is the Iowa Senior Health Insurance Information Program (SHIIP). They have an **Iowa Guide to Long Term Care Insurance**. This guide has an excellent personal assessment tool to help you understand long term care and evaluate it as a suitable purchase. SHIIP may be contacted at 800-351-4664 or on-line at www.shiip.state.ia.us.

Flexible Spending Accounts: Eligible claims must be incurred by the last day of the month in which you retire; unless you choose to continue to make contributions through the COBRA option. COBRA extends your eligibility to incur claims for each month you make a contribution but it will not have the tax savings. COBRA continuation must end on December 31st of the year you retire. You have until April 30th to claim the previous year's eligible expenses, if incurred before the last day of participation.

ISU Plan Medical / Prescription and/or Dental Continuing Coverage for Retirees

To continue ISU Plan insurance for medical/prescription or dental, you must have been enrolled in an ISU Medical/Prescription and/or Dental plan for **5 continuous years, immediately preceding retirement**. Your spouse / partner may be insured on your plans unless they are eligible for another employer group plan. A surviving spouse / partner is allowed to continue coverage if they are enrolled in the retiree's plan at the time of the retiree's death and there isn't another group plan available to them. If the ISU retiree divorces or partnership ends, the ex-spouse or partner will be offered COBRA coverage.

The ISU Benefits Office notifies the insurance companies of your retirement date. Retirees eligible to continue the ISU Plan after retirement will pay premiums directly to Wellmark and Delta Dental insurance companies to continue coverage. The payment to Wellmark includes the prescription drug plan. There will not be a bill from the pharmacy benefit manager (PHM) which is either Express Scripts or Humana. (See page 5, Paying for ISU Insurance Coverage)

If you plan to drop the ISU Plan for other coverage, please see the details at the end of this document.

IMPORTANT Medicare Part A, B and D Information for Retirees

~~~~Avoid Costly Penalties ~~~~ Medicare Part A, B and D Information

___After retirement, original Medicare is the primary insurance when you and/ or your spouse or partner becomes eligible for Medicare. **Delaying enrollment in Medicare will result in a lifelong, increasing penalty** from Medicare for Part B **and** the ISU insurance (Wellmark) will require you to pay the portion of claims that Medicare would have paid until your late enrollment is effective.

___If you, your spouse or other insured dependent are already Medicare eligible or at least 3 months over the age of 65 or older, you must enroll in Medicare Part A (if you have not already enrolled) and also Part B within the eligibility window allowed by Social Security.

___ Contact the ISU Benefits Office or your local Social Security office to obtain the Medicare Information form. The ISU Benefits Office will complete the Medicare Information form. The form lists the dates you were actively employed, if you or your spouse/partner were insured and your last day of work and the date insurance changes from active to retiree coverage. Medicare must be the primary insurance when you are Medicare eligible and not working or covered by an active employee's insurance. Your ISU Plan will become your secondary coverage if you elect to continue ISU coverage.

___ Each Medicare participant should call the Medicare Coordination of Benefits department at 1-800-999-1118 after receiving the Medicare card with the Part A & B effective dates indicated. The call is to verify that Medicare is the primary coverage for the effective date indicated for Part B. If you do not make the call, Medicare may deny initial claims. Allow 20 minutes or more for this call to be completed.

More Medicare Part A, B and D Information

Medicare Part A is for hospital in-patient services. If you have in-patient services at a hospital, Medicare processes your claim first. The Medicare settlement is then electronically pulled by the Iowa Blue Cross Blue Shield Association, Wellmark, to continue the secondary coverage settlement. You will receive an explanation of benefits from Medicare and then from Wellmark.

Medicare Part B is for clinic or out-patient hospital services. When you have clinic or out-patient services, Medicare processes your claim first. The Medicare settlement is then electronically pulled by the Iowa Blue Cross and Blue Shield Association, Wellmark, to continue the secondary coverage settlement. You will receive an explanation of benefits from Medicare and then from Wellmark.

Medicare Part D is for prescription drugs purchased from a pharmacy or by mail-order. Retirees electing to continue ISU medical insurance will continue to have prescription drug coverage. No one continuing on our plan should enroll in any other prescription drug coverage. Ask the ISU Benefits Consultant if you have concerns.

Prescription Drug Coverage during Retirement, Express Scripts or Humana

There is not a choice of prescription drug plans for those continuing ISU medical. The medical includes the prescription benefit.

Prior to the Medicare Part B effective date. The Express Scripts prescription drug coverage continues for retirees and non-medicare eligible family members continuing the ISU medical plan.

When you are a retiree or family member and eligible for Medicare Part B, those eligible will need to enroll in the ISU Group Medicare Part D plan. The ISU Medicare Part D is currently through Humana.

This is a group specific plan similar to the Express Scripts coverage. The ISU Benefits Office will provide the Humana enrollment form. The form should be returned to the ISU Benefits Office the month prior to your Medicare Part B eligibility date. Express Scripts continues for any retiree or dependent not eligible for Medicare Part B, while the Medicare eligible person is enrolled in Humana.

Paying for ISU insurance coverage

- ✓ Once ISU reports your retiree insurance continuation in the insurance companies, the direct billing process will begin.
- ✓ If you continue dental insurance, Delta Dental will send you a bill for the coverage. You may arrange for an automatic withdrawal to pay the premiums or pay by check. Once the first bill arrives, you may contact Delta Dental about your payment options.
- ✓ If you continue medical insurance, Wellmark will send you a bill for the coverage. You may arrange for an automatic withdrawal to pay the premiums or pay by check. Once the first bill arrives, you may contact Wellmark about your payment options.
- ✓ You will not be billed by Express Scripts or Humana for the prescription portion of your ISU coverage. When Wellmark collects the premiums, those premiums are deposited in the ISU retiree pool which ISU then uses to pay Express Scripts and/or Humana and Wellmark for your combined medical/prescription plan.

Ending insurance coverage with ISU

___ If you plan to enroll with other insurance, you should contact the ISU Benefits Office and request a drop form. With a signed drop form, we can contact providers to end the coverage. Once a retiree drops the insurance, they are not allowed to enroll again at a later date.

___ If you are Medicare eligible, you will also need a letter of creditable coverage so you may enroll in another Prescription Drug plan for Part D without a penalty.

___ If you decide to enroll in a Part D plan on your own, other than the ISU Group Plan with Humana, you must also end your ISU medical coverage. The premium paid to Wellmark includes the Express Scripts or Humana prescription.

___ If you are shopping for other coverage, please do not sign or submit applications without checking on your options with ISU for continuing coverage. If a retiree enrolls in another Medicare supplement, the ISU Plan will be terminated and the retiree will not be allowed to enroll again at a later date.