

# **Your Retirement Guide: A Step-by-Step Checklist**



**Save Well, Live Well**

# You Are Retiring Soon— Congratulations!

Retirement is a big step. You will be asked to make many important decisions about your benefits and your financial security over the next few weeks and months. This easy-to-use guide takes you step by step through the retirement process. It also gives you information about some of the other things you need to know, do, and consider to make sure that your retirement starts off right.

## Getting Started

Now that you have begun the retirement process, you will work closely with a retirement specialist. Your retirement specialist will be your single point of contact for the entire process until you retire. Your specialist's job is to make the process easy, convenient, and hassle free—and to make sure that you retire with peace of mind.

If you have not begun the retirement process, please call your retirement board: BARNSTABLE COUNTY RETIREMENT ASSOCIATION **1-508-775-1110** or MASS Teachers Retirement System **1-617-679-6877** between 8:00 a.m. and 4:30 p.m. Eastern Time, Monday through Friday.

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### **TIP: START THE PROCESS THREE MONTHS OUT.**

Start the retirement process about three months before you want to stop working. This will give both you and SSA enough time to get everything in place for a smooth transition.

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## Working with Your Retirement Specialist

Retirement specialists understand how important your retirement decisions are. They will take all your benefits elections over the phone, help you complete and return any required paperwork, and help you understand:

- What your benefits options are;
- The forms and information you will receive in the mail about your benefits;
- How to begin your Social Security and Medicare benefits; and
- What action steps you need to take and when.



# Your Retirement Action Checklist

Use this checklist to keep track of what you need to do as you work through the retirement process.

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## TIP: UNDERSTAND YOUR PENSION.

Throughout this guide are references to the Pension Plans.

### RETIREMENT TERMS TO KNOW

To help you understand your retirement plans, here is an overview:

#### Pension Plan

- You were automatically enrolled in a Pension Plan based on your employment start date.
- A Pension Plan provides a monthly benefit at the time of retirement that is based on your years of service with Town/ County of Nantucket

#### Your Retirement Date

- Your retirement date may have an impact on the amount of your Pension Plan benefit. If you have any questions regarding your retirement date, contact your retirement board.

## Your Town of Nantucket Benefits

### Pension Plan

#### WHAT YOU NEED TO KNOW

- If you are vested in the plan, you will receive a pension benefit.

#### WHAT YOU NEED TO DO

- Choose the type of payments you want, as well as how and when you want to receive them. Contact your retirement board to obtain more information. They will guide you through the process.

## Your Town of Nantucket Benefits

### Health and Dental Insurance Plans with the Town of Nantucket

#### WHAT YOU NEED TO KNOW

- ❑ You (and your spouse or other dependents) may be eligible for the Town's Health and Dental insurance plans. The steps you will need to take with regard to your insurance will depend on your active or retiree employment status in the month in which you turn 65.
- ❑ Your monthly premium will be deducted from your monthly pension payment. If you will not be receiving pension payments or if your payment does not cover your premium amount, you can sign up for Recurring Automatic Direct Deduction with the Town/ County of Nantucket.

#### Important:

##### ❑ If you are an active employee at the time you turn age 65:

The only enrollment step you will need to take is to sign up for Medicare Part A with the Social Security Administration. It is free! Your enrollment in other parts of Medicare can be delayed so long as you maintain active employment with the Town of Nantucket. When you decide to retire, please contact Human Resources and will be available to guide you through the next phase of your career.

##### ❑ If you are a retiree at the time you turn age 65:

Chapter 32B §18A of the Massachusetts General Laws requires all retirees and their spouses, who are enrolled in Medicare Part A at no cost to the retiree, to enroll in a Medicare health benefits supplement plan (Medicare supplement plan) offered by the Town. Upon becoming eligible for Medicare participation, retirees and their spouses are required to transfer from the active employee plans in which they have been participating and enroll in a Medicare Supplement Plan (Medex) offered by the Town. In order to participate in a Medicare Supplement Plan (Medex) the retiree or spouse must be enrolled in Medicare Parts A & B. If at the time of retirement, a spouse on a family plan is the under 65 years of age, they will be transferred to an individual active plan.

##### ❑ If you are a retiree at the time you turn age 65 and have two or more dependents on your family plan:

If at time of retirement, there are two or more dependents on a family plan under the age of 65 years of age, the retiree may delay their enrollment in the Medicare supplemental coverage and maintain existing family coverage until such time as the dependent(s) age out of coverage. Enrollment in Medicare Part A and Part B cannot be delayed for those ages 65 or older on the family plan coverage.

- ❑ To cover your spouse under the Group Plans offered by the Town, you must be married; Domestic Partners **cannot** be afforded benefits by a Massachusetts municipality
- ❑ If you are not pulling a retirement check, you may temporarily continue your current coverage through COBRA (see below).
- ❑ Enroll before your retirement date (following the instructions below).

## COBRA

### WHAT YOU NEED TO KNOW

- If you decide to retire but not to pull a retirement check, you may temporarily continue your health and dental coverage through COBRA for an additional 18 months.
- It is important to note that separation from employment with the Town of Nantucket without holding a health insurance policy as an active employee will preclude you from receiving retiree health insurance. An employee must be enrolled in a Town-sponsored insurance plan for a period of at least one year (12 continuous months) prior to retirement or separation in order to elect retiree health insurance coverage with the Town upon retirement from active service.

### WHAT YOU NEED TO DO

- Contact HR to confirm that you are eligible for COBRA.
- Decide if you want COBRA coverage.
- Enroll when you receive your COBRA enrollment packet in the mail. Sign p.6 and return it to HR along with your payment.

## MEDEX (The Town's Medicare Supplement Insurance plan)

### WHAT YOU NEED TO KNOW

- Upon becoming eligible for Medicare participation, retirees and their spouses are required to transfer from the active employee plans in which they have been participating and enroll in a Medicare Supplement Plan offered by the Town. In order to participate in a Medicare Supplement, Plan the retiree or spouse must be enrolled in Medicare both Parts A & B.
- Summary of benefits, as well as the Blue Medicare RX enrollment form will be mailed to you.
- This is an individual plan

### WHAT YOU NEED TO DO

- Provide Human Resources with a copy of your Medicare Card that notes Part A & Part B effective dates. *PLEASE NOTE:* Part A & Part B only are required to enroll in MEDEX. If you do not have these parts of Medicare, please contact Social Security at **1-855-881-0212 Social Security, Falmouth M.A**
- Please complete the highlighted sections of the Blue Medicare RX enrollment form and return with a copy of your Medicare card to Human Resources

## Retiree Dental plan

### WHAT YOU NEED TO KNOW

- The Town of Nantucket offers a dental plan to its retirees (individual, 2-person or Family coverage) provided by Altus Dental.

### WHAT YOU NEED TO DO

- Summary of benefits, as well as the Altus Dental Retiree enrollment form will be mailed to you.

## MEDICARE Parts

### WHAT YOU NEED TO KNOW

- Please refer to our Retiree Guide and Medicare Handbook for more information.

### WHAT YOU NEED TO DO

- For **Medicare Part A & B:** you may contact Social Security Administration 1-855-881-0212 to assist you with the Medicare enrollment process.

## MEDICARE Parts

### WHAT YOU NEED TO DO

- ❑ For **Medicare Part C**: you may contact Medicare 1-800-633-4227 to assist you with the Medicare enrollment process.
- ❑ For **Medicare Part D**: you may contact The Town of Nantucket Human Resources Department 1-508-228-7200 to assist you with the MEDEX (The Town Supplement insurance plan) enrollment process.

## Life Insurance

### WHAT YOU NEED TO KNOW

- ❑ Active coverage for basic term life coverage (\$5,000) ends on your retirement date. This policy is portable, and you can carry \$2,500 into retirement
- ❑ Active coverage for voluntary life coverage ends on your retirement date. This policy is portable. You may contact Boston Mutual directly to obtain your options for continuation of this policy.

### HOW TO DO IT

- ❑ For more information about your life policy and how to carry it throughout retirement, please contact Boston Mutual directly at 800-669-2668 x 700.

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## Disability/ Cancer, Critical Illness

### WHAT YOU NEED TO KNOW

- ❑ Active coverage ends on the day you retire.

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## Other policies

### WHAT YOU NEED TO KNOW

- ❑ Active coverage ends on the day you retire.

## Other Resources and Action Steps

## Social Security

### WHAT YOU NEED TO KNOW

- ❑ You may begin receiving a reduced benefit as early as age 62; you will receive a full benefit between the ages of 65 and 67, depending on your birth date.

### Important:

- ❑ Apply for Social Security benefits three months before your retirement date to ensure that your benefits will begin when needed.

### WHAT YOU NEED TO DO

- ❑ Apply for benefits.

### HOW TO DO IT

- ❑ Visit [www.ssa.gov](http://www.ssa.gov) or call **1-855-881-0212**.

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## Medicare

### WHAT YOU NEED TO KNOW

- ❑ You are eligible to receive Medicare benefits when you reach age 65.
- ❑ You need to enroll within three months before you reach age 65. If you wait, you may have to pay a premium penalty.

### Important:

- ❑ Enroll in Medicare three months before your retirement date to ensure that your benefits will begin when needed and to avoid possible premium penalties.

### WHAT YOU NEED TO DO

- ❑ Enroll in Medicare before you reach age 65.
- ❑ Provide Human Resources with a copy of your Medicare Card that notes Part A & Part B effective dates. *PLEASE NOTE:* Part A & Part B only are required to enroll in MEDEX.

### HOW TO DO IT

- ❑ Visit [www.ssa.gov](http://www.ssa.gov) or call **1-855-881-0212**.
- ❑ For information about Medicare, visit [www.medicare.gov](http://www.medicare.gov) or call **1-800-MEDICARE (1-800-633-4227)**.

## Other Resources and Action Steps (continued)

### Personal Savings **WHAT YOU NEED TO KNOW**

- ❑ Your personal savings, including bank accounts, IRAs, brokerage accounts, and other investments, are another important source of retirement income.

### **WHAT YOU NEED TO DO**

- ❑ Factor these savings into your planning.

### **HOW TO DO IT**

- ❑ Contact your financial institutions.

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### Estate Planning **WHAT YOU NEED TO KNOW**

- ❑ An estate plan ensures that you and your beneficiaries get the maximum value from your hard-earned money—both before and after your death.
- ❑ You should consider having a will, living trust, durable power of attorney, power of attorney for health care, and/or a living will.
- ❑ Estate planning is for everyone, not just for wealthy people.

### **WHAT YOU NEED TO DO**

- ❑ Gather and review all of your financial records, current will, etc.

### **HOW TO DO IT**

- ❑ Contact a lawyer and a financial advisor.

