

ABP Retirement Checklist

1. You should begin your retirement process at least **3 months** prior to your retirement date.
2. Send a letter of retirement to your chairperson or supervisor. Then they will inform the Provost, Benefits Office, and Human Resources.
3. Fax a letter to NJ Division of Pensions and Benefits at 609 777-0479 requesting an "Audit of Service Credit." In your letter, state your name, retirement date and your Social Security number or ABP number. This is used to determine the 25 years of service for calculation of medical benefits in retirement.
4. Schedule an appointment with the Benefits Office to discuss your benefits. Leena Varughese, 9736554394. Diane Gasparatos 9736554395 also works on Benefits and Marissa Ekback for health benefits.9736553014.
5. Schedule an appointment with your investment provider informing them of your intention to retire to review payout options from your mandatory pension. To be enrolled in the state retired health benefits you are required to take a minimum distribution within 30 days of your retirement date. Also, if you retire and delay taking a distribution longer than 12 mos. You are no longer eligible for retired life ins. Benefits. Contact TIAA to complete the application process with our service provider: your advisor or Jonathan Collazo at (201) 498-8339 Jonathan.Collazo@tiaa.org or Tatiana at 201-498-8343. As part of filling out the Cash Withdrawal From Retirement Investments Form, you also need to fill out an ABP Withdrawal Request Acknowledgement Receipt, which should go to TIAA with the Cash Withdrawal From Retirement Investments Form. A copy of the ABP Withdrawal Request Acknowledgment Receipt should also go with the ABP Retirement papers filed with HR. This form goes to TIAA but the State needs to see it to be assured that you are taking the minimum mandatory distribution.
6. Contact TIAA via phone 1800 8422252 to arrange for Request For Recurring Required Minimum Distributions From Your Retirement Investments OR Request for Cash Withdrawal. They will discuss the different categories of account and how to satisfy the required minimum from each account that you have.
7. Complete an ABP Application for Retirement Allowance which you can download from <http://www.state.nj.us/treasury/pensions/epbam/exhibits/pdf/abp220.pdf>. This is a two-page form and HR must complete the second page. Return completed form to the Benefits office. Be sure to include a copy of the ABP Withdrawal Request Acknowledgment Receipt should also go with the ABP Retirement papers filed with HR.
8. If you are member of the Deferred Compensation Plan contact Lily Lau, (732) 236-6782 Lily.Lau@prudential.com for distribution paperwork.
9. Apply for Medicare (if you or spouse is over 65) at your local social security office. You need to be currently enrolled in Medicare Part B to have the enrollment application below processed. In order to enroll, you need to bring to the Social Security office two forms which you can download from the SSA site: CMS-40B, which is the application for Part B and CMS-L564, which is the Employer verification that you are eligible to enroll late in Part B. Get form CMS-L564 filled out before going to Social Security to save an extra trip!

Hint: Go to your local office at 8:30 am or ½ hour before opening to avoid a very long wait. The East Orange office has less of a wait than the Clifton office. There is also the ability to make appointments by calling the main number for Social Security.

You need to enroll in Medicare Part B effective immediately and get a letter showing proof of enrollment to attach to your SHBP application. [See #8 below.]

10. Complete an enrollment application for continued coverage in the State Health Benefits Program (SHBP). You have to provide the state with proof of Medicare enrollment. You can download this application from the state's website. <http://www.state.nj.us/treasury/pensions>. The specific site is: <http://www.state.nj.us/treasury/pensions/epbam/exhibits/pdf/hr0944.pdf>

Be sure to investigate enrolling in Horizon NJ Direct 1525 as an alternative to Horizon Medicare Advantage NJ Direct 15. With Medicare Advantage NJ Direct 15 you present one card to participating doctors. With NJDirect 1525, you present two cards 2 cards with Medicare as primary. Some hospitals state that they do not accept Medicare Advantage. The rules of coverage are different for the two plans.

11. For dental coverage, you can choose a DPO or, if you previously had Aetna Denatal PPO, were you could see out-of-network dentists, you check "I wish to be covered under the dental Expense Plan, (Aetna DEP)."
12. You should receive a letter confirming life insurance as ½ of last salary.
13. Complete the following **Employee Separation/Retirement Forms** which you can download from the following links below.
 - **Employee Separation**
<http://www.montclair.edu/media/montclair.edu/humanresources/resources/forms/separation/employeeseparationform.pdf>
 - **Post-Employment Restriction Form**
<http://www.montclair.edu/media/montclair.edu/humanresources/resources/forms/separation/postemploymentrestrictions.pdf>
 - **Exit Interview Questionnaire**
<http://www.montclair.edu/media/montclair.edu/humanresources/resources/forms/separation/ExitInterviewQuestionForm.pdf>