

WWU Retirement Checklist - Staff

1) One Year Prior to Retirement:

Review Retirement Income Options

- a) DRS Retirees- DRS website "Benefits Estimator" tool
- b) WWURP/VIP -Meet with Fidelity or TIAA-CREF representative to review needs and plan for WWURP and/or VIP distributions
- c) Social Security-Review retirement income using "Retirement Income Calculator" on web site

2) 6 months prior to retirement:

Visit the HR Retirement Planning Website and review information.

<https://hr.wvu.edu/retirement-planning>

DRS Participants contact the Department of Retirement Systems (DRS):

Request a pension estimate and retirement packet: 1-800-547-6657

3) 3 months prior to retirement:

If you and/or spouse/ partner are age 65 or older at time of retirement:

Either enroll online using Medicare web site or contact Social Security at 1-800-772-1213 to enroll in Medicare Part A and B if enrolling in PEBA retiree insurance.

4) 30-60 days prior to retirement:

DRS Participants mail forms to the DRS or Complete online application for retirement:

- ✓ Application For Retirement, and any other pertinent forms from DRS

WWURP Participants contact Fidelity to initiate distribution, if applicable.

5) 30-60 days prior to retirement:

Send Retiree Enrollment forms to the Health Care Authority (HCA):

- ✓ Completed PEBA form(s)
- ✓ Copy of Medicare card(s) if applicable
- ✓ First month's premium(s) if not using pension deduction
- ✓ Electronic Debit Agreement form (optional) with First month's premium(if not using pension deduction)

6) 30 days prior to retirement:

Mail to the WWU HR Mailstop 9054:

- ✓ WWU retirement application
- ✓ VEBA enrollment for eligible employees is automatic after last paycheck is complete.

Employee To-Dos Before Retirement Date:

- ✓ Submit letter of resignation to your department indicating your "*Last day of employment at WWU will be (date)...*" and to use Separation reason "Retirement"
- ✓ Verify that your Supervisor/Manager initiates a Personnel Action Form for your retirement.
- ✓ Review Post-Retirement Employment Rules provided WWU Benefits Website. DRS Retirees will also find this in the DRS packet.
- ✓ Contact your department regarding any annual leave and sick leave questions.

Miscellaneous:

- ✓ Contact Liberty Mutual – if you are paying home or auto insurance via payroll deduction
- ✓ VEBA: questions after you retire and your account is established for your VEBA MEP Plan benefit for sick leave cash out contributions: 1-888-828-4953 or www.veba.org
- ✓ WA State Deferred Compensation: Questions regarding this optional retirement plan: 1-888-327-5596 <https://washington.gwrs.com>

WWU Retirement Resources

Department of Retirement Systems (DRS)

For questions on your DRS pension including tax forms, changes of direct deposit and address

1-800 547-6657

<http://www.drs.wa.gov/>

Health Care Authority (HCA) – Is the primary contact for retiree insurance questions.

Responsibilities include Retiree Insurance benefit processing and questions about changes including open enrollment

1-800- 200-1004

www.hca.wa.gov/pebb

Social Security Administration – Federal agency responsible for Medicare enrollment, determining Medicare eligibility, and enrollment for Social Security Retirement Benefits.

1-800-772-1213

www.ssa.gov

Internal Revenue Service (IRS)

1-800-829-1040

<http://www.irs.gov>

Gallagher VEBA

Questions after your VEBA for 25% of sick leave has been established:

1-888-828-4953 or

www.veba.org

Washington State Deferred Compensation:

Questions regarding this optional retirement Plan:
1-888-327-5596 or:

<http://www.drs.wa.gov/dcp/dcp.htm>

Fidelity Investments

For questions on your WWURP or VIP accounts

Customer Service: 1-800-343-0860; or to access your account:

www.fidelity.com/wwu

TIAA-CREF

For questions on your WWURP and/or VIP accounts 1-800-842-2273 to access your WWURP and/or VIP account:

www1.tiaa-cref.org/tcm/wwu

Medicare- To sign up for Medicare (including online) and learn more about Medicare benefits

1-800- 633-4227

www.medicare.gov

SHIBA

Statewide Health Insurance Benefits Advisors

Health and Medicare information

1-800 562-6900

www.insurance.wa.gov

Type "SHIBA" in search box

WWU – Benefits Department

360-650-3774

516 High St MS9054

Bellingham, WA

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