RETIREMENT PROCEDURES

1. The earlier you begin retirement planning the better. The Department of Retirement (DRS) suggests starting 1-2 years before you plan to retire. See the Department of Retirement Systems (DRS) Retirement Planning Checklist enclosed.

2. Call the Department of Retirement Systems (DRS) at (800)547-6657 and speak with a retirement analyst. Inquire with the analyst as to what date you are eligible to retire and discuss benefit amounts. You can request a retirement packet, or you may want to visit DRS at www.drs.wa.gov/member.

3. Notify Human Resources, in writing, of your intention to retire or resign (based on information obtained from DRS). Be sure to include the last date you will work, and your date of separation if they are not the same date.

4. Decide on Health Insurance Options. Please read over options in the enclosed “K-12 Health Insurance Option” form. Contact PEBB at 1-800-200-1004, ext. 3 or you can go online to https://www.hca.wa.gov/perspay-retirement to request a Retiree Coverage Election form or ask questions regarding your eligibility to enroll in or defer PEBB retiree coverage.

5. Contact Social Security at (800)772-1213, or online at www.ssa.gov

6. Any remaining annual leave and/or vacation will be paid out to you.

7. Sick leave cash out: Meeting the eligibility criteria * below will determine whether or not your sick leave balance (up to 180 days) will be cashed out at a ratio of 1:4 (25%). The manner by which an eligible cash out is distributed is voted on annually by each association. Depending on the vote of your association your cash out will either be paid directly to you or transferred to your VEBA account.

   *Eligibility Criteria: a. Upon eligible WA State retirement – Unused sick leave (up to 180 days) will be paid to you at a rate equal to one day for four days of accrued sick leave.
   b. Upon resignation – Eligible employees** will be paid up to 180 days at a rate equal to day for four days of accrued sick leave.

   **Eligible employees: 1. TRS/SERS Plan 2 Members: at least age 55 with 15 years of service. 2. TRS/SERS Plan 3 Members: At least age 55 with 10 years of service.

8. If you are retiring in June, designate if you want your contract to be paid through the end of August, or if you would like to receive a lump sum cash out of your contract in June. You will need to designate your retirement date in your retirement letter. Your benefits will end in the month you choose to retire. If your retirement date is June 30th, then your benefits will end on June 30th. If your retirement date is August 31st, your benefits will end August 31st. A designation form is enclosed.

9. Retiring Teachers: Turn in your 20 or 30 retirement incentive hours on a timesheet. These hours must be listed with dates and activity performed. You will be paid in July for these hours.

10. Inform Human Resources, in writing, of any address changes so that your year-end W-2 form and other important information, will reach you in a timely manner.

OPTIONAL: Contact VEBA Trust at (888)826-4953 or go to www.veba.org to set up Automatic Premium Reimbursement for medical insurance premiums after retirement.
Retirement Planning Checklist

Washington State Department of Retirement Systems

The earlier you begin planning for retirement, the better prepared you’ll be. If you haven’t already sought financial planning advice, now is a great time. The checklist below can help you successfully transition into retirement. You might be able to increase your retirement income or even retire sooner than you had planned.

1-2 years before retirement
- Sign up to access your retirement account at www.drs.wa.gov. With an online account, you can view all of your retirement accounts that DRS administers.
- Review your plan guide, which is available on the DRS website, for retirement eligibility rules.
- Use your online account to verify the accuracy of your service credit. If you find information you think is incorrect, contact DRS.
- Use the Online Benefit Estimator to estimate your future monthly benefit.

- Visit drs.wa.gov/annuity to find out which annuity and service credit purchase options are available to you. Or contact DRS to find out more.
- Plan for health care coverage during retirement. Note options that are available to you.
- Ask your employer if they participate in a health reimbursement arrangement with the Voluntary Employees’ Beneficiary Association (VEBA).
- Visit drs.wa.gov/education for free DRS retirement planning resources including videos and live webinars.

3-12 months before retirement
- Request an official estimate of your monthly benefit payment. You can do this securely through your online account or by calling DRS.
- Complete payment of any outstanding optional service credit invoices.
- Ask your employer about which health care coverage options are available to you when you retire. If you are or will be covered by a Health Care Authority program such as PEBB or SEBB, visit hca.wa.gov to find out more about your options.
- Decide when you should apply for Medicare and retirement benefits available through the Social Security Administration (SSA).
30-90 days before retirement

☐ Contact DRS if you need to make changes to your official estimate (for example, to change your retirement date or survivor option).

☐ Apply for retirement through your online account.

☐ Review your acknowledgment letter. Ensure it’s accurate. This important letter summarizes the options you picked. It also tells you which forms still need to be turned in so DRS can process your retirement application. If you applied online, you won’t receive this letter. Instead, review the final page of your application and emailed receipt to verify your retirement option and to see whether additional documentation is needed.

☐ Pay any outstanding optional annuity or service credit invoices.

☐ If you have Plan 3, decide when you want to begin receiving payments from your investment account once you retire. Visit drs.wa.gov/plan3 to explore your options.

☐ If you’re eligible for PEBB health care, send your PEBB retiree coverage election form to the Health Care Authority (HCA).

☐ If you are a DCP member, consider contacting DRS to ask about deferring lump sum payments for any unused leave.

You can retire online

Visit drs.wa.gov/oaa to get started. Alternatively, call DRS and ask to have a Retirement Application sent to you.

☐ Tell your employer your intended retirement date.

At and during retirement

☐ Make sure the retirement information on your benefit letter is correct. You’ll receive this letter once DRS calculates your monthly benefit.

☐ Contact DRS if you don’t receive your first payment within one week of the date listed in your benefit letter.

☐ Ensure the deductions on your monthly benefit statement are correct.

☐ If you have a PEBB health plan, contact PEBB Benefit Services with any questions you have about health plan premium deductions.

☐ Contact DRS for questions about any non-PEBB deductions.

☐ Keep your address and beneficiary information current with DRS.

☐ Enjoy your retirement!

Contacts

Department of Retirement Systems
Website: drs.wa.gov
Phone: 360.664.7000, 800.547.6657 or TTY: 711
Visit drs.wa.gov/contact for more ways to contact DRS.

Deferred Compensation Program (DCP)
Record keeper: Voya Financial
Website: drs.wa.gov/dcp
Phone: 888.327.5596

Plan 3 members
Record keeper: Voya Financial
Website: drs.wa.gov/plan3
Phone: 888.327.5596

Social Security Administration (SSA)
Website: www.socialsecurity.gov
Phone: 800.772.1213

Internal Revenue Service (IRS)
Website: www.irs.gov
Phone: 800.829.1040

Health Care Authority (PEBB or SEBB)
Website: www.hca.wa.gov
Phone: 800.200.1004

Voluntary Employees’ Beneficiary Association (VEBA)
Website: www.veba.org
Phone: 888.828.4953
K-12 Retiree Health Insurance Options

A. PEBB (Public Employees Benefits Board)
   1. medical, dental and vision coverage available
   2. monthly premium is State subsidized
   3. **must enroll within 60 days from retirement date (no second opportunity will be given)**
   4. TRS 1&2, PERS 1 and SERS 2 **must draw a state pension** to qualify for PEBB coverage
   5. TRS 3 & SERS 3 must **make application** within 60 days of separation if you are **not** going to enroll in PEBB coverage
   
   Contact the Health Care Authority at 1-800-200-1004, ext. 3 or [www.pebb.hca.wa.gov](http://www.pebb.hca.wa.gov/)

B. COBRA (Consolidated Omnibus Budget Reconciliation Act)
   1. medical, dental, vision and VEBA coverage available
   2. premium receives no State subsidy
   3. 18-month maximum continuation period
   4. may enroll in PEBB plan after continuation period expiration, if eligible (see A for eligibility)
   5. not available for individuals entitled to Medicare
   6. contact Raina Havens, Payroll Officer for more information

C. Individual
   1. premium receives no State subsidy
   2. no later opportunity for PEBB plan enrollment
   3. contact your insurance company for more information
   4. contact SHIBA (state health insurance benefits advisors) for assistance at 1-800-562-6900 and ask for a SHIBA advisor
   5. contact the Insurance Commissioner office has many health care resources at [www.insurance.wa.gov](http://www.insurance.wa.gov) or 1-800-562-6900

D. Other Insurance

   Washington Healthplan Exchange
   You and your family make qualify for coverage with the Washington Healthplan Exchange. With the Healthplan Exchange you may be eligible for a new kind of tax credit that lowers your monthly premiums. Call 1-855-234-4633 or go to [http://www.wahbexchange.org](http://www.wahbexchange.org) to see what deductibles and out-of-pocket costs will be before you make a decision to enroll. Being eligible for COBRA does not limit your eligibility for coverage for a tax credit through the Healthplan Exchange. You may also qualify for a special enrollment opportunity for another group health plan for which you are eligible such as a spouse's plan, even if the plan does not generally accept late enrollees. You must request enrollment within 30 days.