

Your PERS Retirement Checklist

This checklist is provided to assist you in making a smooth transition from employment to retirement. The items listed and **suggested** time frames can help you to plan for a successful retirement. It is important to give yourself enough time to review your benefits and retirement payout options prior to retirement.

Legacy UMDNJ employees may consider consultation with their local benefits office on benefits

6 - 8 Months before Retirement:

- Attend a PERS retirement seminar sponsored by University Human Resources. Online registration is available at: <https://uhrapps.rutgers.edu/profdev/script/login.asp>
- Complete a 'Request for Retirement Estimate' available on the NJ Division of Pensions and Benefits Member Benefits Online System (MBOS) website available at:
<http://www.state.nj.us/treasury/pensions/mbosregister.shtml>
 - MBOS Registration Instructions: <http://www.state.nj.us/treasury/pensions/mbosintro.htm>
 - You may also get an estimate over the phone by calling the NJ Division of Pensions and Benefits automated information system at: 609-777-1777
- You may want to confirm with the NJ Division of Pensions and Benefits your exact amount of pension-credited service at retirement.

For inquiries by mail, please send your written request to:

NJ Division of Pensions and Benefits, P.O. Box 295, Trenton, New Jersey 08625-0295

For online access please visit NJ Division of Pensions and Benefits website at:

<http://www.state.nj.us/treasury/pensions/mbosregister.shtml>

4 - 6 Months before Retirement:

- Notify your department in writing about your intention to retire and your retirement date.
- Come to an agreement with your department regarding your last day of work. (Staff only)
- Use accrued Vacation, AL and PH days prior to your retirement date (for Legacy Rutgers staff only)
- Float holidays hours must be used prior to last pay date (Legacy UMDNJ staff only)
- Submit an *online retirement application to the NJ Division of Pensions and Benefits using the Member Benefits Online System (MBOS) at <http://www.state.nj.us/treasury/pensions/mbosregister.shtml>

*Effective October 5, 2012, paper applications for retirement received by mail will not be accepted and will be returned by the NJ Division of Pension and Benefits to members with instructions on submitting the retirement application using MBOS.

Your PERS Retirement Checklist

- MBOS Registration Instructions: <http://www.state.nj.us/treasury/pensions/mbosintro.htm>
- Mail a photocopy of your birth certificate if one is not on file to the Division of Pensions and Benefits, P.O. Box 295, Trenton, NJ 08625-0295
- If you are choosing option A, B, C, D, 2, 3, or 4 attach proof of your beneficiary's birthdate
- If you are applying for Veteran Retirement, you must qualify as a veteran for pension purposes. If you are not already listed as a veteran on the Division of Pensions and Benefits, please send a photocopy of military discharge papers (DD 214) and a note saying the discharge is being sent for pension purposes.

Mail documentation to: NJ Department of Military and Veteran Affairs, Attn: DVP-VBB,
P.O. Box 340, Trenton, New Jersey 08625-0340

4 - 6 Months before Retirement:

- You will receive a letter from the State acknowledging receipt of your application
- Send copy of "**Summary of Retirement Application Information**" to University Human Resources, 57 US Route 1 South, New Brunswick, New Jersey 08901-8554 Attn: Benefits Administration
- Rutgers will complete the "**Certification of Service and Final Salary**" and will send the certification to the Division of Pension and Benefits
- If you are planning to apply for Social Security Benefits, contact the local Social Security Administration office. You may want to visit the official Social Security website: <http://www.ssa.gov/>

Documents needed:

- Last year's W-2 form,
- Current pay stub, and
- Original birth certificate

- If you participate in the NJ State Employees Deferred Compensation Plan, call Prudential for information regarding payout options at 1-866-657-3327
- If you participate in the Supplemental Annuity Collective Trust, call their office directly to make arrangements for distribution of your account at 1-609-633-2031
- If you participate in the Additional Contributions Tax-Sheltered Programs (ACTS), call investment carrier to make arrangements for distribution of your account:

AXA Equitable 866-752-0072

MassMutual (formerly The Hartford) 800-528-9009

VOYA (ING Financial Services) 877-873-0321

Met Life 732-602-0550

TIAA-CREF 800-842-8412

Prudential 855-652-2711

VALIC 800-448-2542

Your PERS Retirement Checklist

Approximately 3 Months before Retirement:

- Complete and return the 'NJ State Health Benefits Retired Status Application.' This form is available on the Division of Pensions and Benefits website also listed below:

Medicare Eligible Retired Coverage Enrollment Application:

<http://uhr.rutgers.edu/sites/default/files/userfiles/Medicareeligibleretiredcoverageenrollmentapplicaiton.pdf>

Non-Medicare Retired Coverage Enrollment Application:

<http://uhr.rutgers.edu/sites/default/files/userfiles/Non-medicareretiredcoverageenrollmentapplication.pdf>

Rates for retirees who pay the full cost of coverage:

<http://uhr.rutgers.edu/sites/default/files/userfiles/Ratesforretireeswhopayfullcostforhealthcoverage.pdf>

Rates for retirees who share the cost of coverage with the state:

<http://uhr.rutgers.edu/sites/default/files/userfiles/RatesforStateRetireeswhosharethecostoftheircoveragewiththeState.pdf>

NJ Division of Pensions and Benefits will send you a letter with your Retiree Health options; the letter will include links to the SHBP Health and Dental applications

- Anyone 65 or older, including your spouse, civil union/same-sex domestic partner **must be enrolled in Medicare** Part A and Part B in order to continue coverage in the State Health Benefits Program as a retiree. For more information, contact the local Social Security Administration office
- As part of the Medicare enrollment process, you will receive a **Request for Employment Verification** from Social Security Administration requesting Rutgers University to certify State Health Benefits coverage. Please contact UHR Benefits at 848-932-3990 for completion of this form

Approximately 2 Months before Retirement:

- You will receive a 'Quotation of Retirement Benefits' letter from the Division of Pensions and Benefits which shows your monthly allowance with:
 - The option you selected
 - A quote of any outstanding loan balance with repayment options
 - A quote of any outstanding arrears (purchase) balance and/or shortages
 - Any outstanding arrears or shortages must be paid before your retirement check can be issued

Approximately 1 Month before Retirement:

- Your retirement will be presented to the PERS Board of Trustees for approval
 - You will receive a board approval letter
 - You will have 30 days from the board approval date or your effective retirement date (whichever is later) to change your option selection if you wish

Your PERS Retirement Checklist

- You will have 30 days from the board approval date or your effective retirement date (whichever is later) to cancel your retirement (such a request must be in writing)
- To Cancel or Change your retirement please visit:
<http://www.state.nj.us/treasury/pensions/mbosregister.shtml>

- Contact Prudential at 1-800-262-1112, if you are interested in converting life insurance into a non-group policy (optional). This must be done no later than 31 days after your retirement date. For more information on life insurance conversion refer to Fact Sheet 13 on the NJ Division of Pensions and Benefits website at:
<http://www.state.nj.us/treasury/pensions/pdf/factsheets/fact13.pdf>

Shortly After Your Retirement Date:

- You will receive forms for withholding federal and New Jersey State Income Tax
- W-4P form available on the NJ Division of Pensions and Benefits website:
<http://www.state.nj.us/treasury/pensions/fw4p2000.pdf>
 - NJ-W-4P form also available on the NJ Division of Pensions and Benefits website:
<http://www.state.nj.us/treasury/pensions/w4p.pdf>

Shortly After Your Retirement Date: *(continued)*

- Electronic Fund Transfer (EFT) — also known as Direct Deposit — is mandatory for those retiring as of July 1, 2011 and thereafter
- The Electronic Funds Transfer (EFT) application allows you to set up EFT or direct deposit of your pending monthly pension payment
 - To access the application, click the "Electronic Funds Transfer" button on your MBOS Home Page
<http://www.state.nj.us/treasury/pensions/mbosregister.shtml>
- Your first retirement check will be dated no earlier than the first of the month following your retirement date or 30 days after approval by the PERS Board of Trustees, whichever is later
- Legacy Rutgers staff will receive a check for sick leave payout from Rutgers University
- Legacy UMDNJ employees must send proof of first retirement check to Payroll Services in order to receive sick leave payout
- Legacy UMDNJ employee will receive a check for unused vacation time after receipt of final check

For information on additional services available to retirees please review the list of Retiree Benefits and Services available on the UHR website: <http://uhr.rutgers.edu/ben/RetireeServices.htm>

Should you have any questions, please call UHR at 848-932-3990

Your PERS Retirement Checklist

Note: The time frames used in this checklist are a guide as processing times vary. All necessary forms and information should be provided in a timely manner to avoid processing delays.

4/2014