



Nine Steps to a Happy Retirement Checklist *Brought to you by the HSTA-Retired Membership Committee*

Retirement is one of the biggest life decisions an individual makes. Planning is the key. Give yourself the time to plan properly. Get the facts. Do not depend on information from a friend who may have recently retired. Each person's situation may be different and the procedures may vary from year to year. Please be sure to make the decision that is right for you by doing your own research, keeping abreast of changes, and talking to individuals, including experts.

The following are some general things to keep in mind as you begin your journey.

- Step One:** At least 15 months before you retire, attend a pre-retirement group session. The Employee's Retirement System (ERS) or DOE can provide dates of the sessions. If possible, attend several.
- Step Two:** Call ERS to file a "Request for Your Retirement Estimate" form. You can ask for an estimate one year before your planned retirement date. (See Pre-Retirement telephone and Web site contact information on Page 2 of this information sheet.)
- Step Three:** The ERS will send all the necessary forms. Complete the forms. Make copies and keep in a safe place.
- Step Four:** ERS does *not* administer medical benefits. Complete the necessary enrollment forms with the EUTF.
- Step Five:** Schedule a counseling appointment with a Retirement Claims Examiner (RCE) at least 30 days but not earlier than 150 days prior to the effective date of retirement. Take your retirement packet and your significant other (recommended). During the appointment, a RCE will help you complete your retirement application; answer any questions or concerns regarding your retirement estimate; and, assist you to select the best option for you and your family. Health enrollment form, Spousal/Reciprocal Beneficiary Notification form and tax withholding form will also be completed at this time.
- Step Six: (Optional)** Meet with your TSA Agent and/or Deferred Compensation Agent (CitiStreet-1-888-712-5642) regarding retirement plans, and/or submission of Salary Reduction Agreement to defer unused vacation leave credits, if applicable, or to CANCEL TSA salary contributions.
- Step Seven:** Inform the DOE of your intent to retire by filing the Separation Form (Form 190) at least 30 days prior to your effective retirement date. Form 190 can be obtained from your school office. The date for your retirement must be the LAST business (working) day of the month of your choice. The close of the business date MUST be BEFORE the retirement date. Date of retirement will BEGIN on the 1st of each month, except for December, which can either be the 1st or 31st. Example: The last working day is December 21. The retirement date is December 31. Second example: The last working day is April 29th. The retirement date is May 1.
- Step Eight:** Complete DOE Form G-2, application for Transfer of Sick Leave Credit. Form G-2 can be obtained from your school office. Sign and submit Form G-2 to your principal before the last day of employment. Refer to the Office of Business Services Handbook for instructions to complete Form G-2. The OBS Handbook, Volume I-A, page XIII-142, can be found in your school library.
- Step Nine:** Contact and join the unified membership of HSTA-Retired and NEA-Retired. Membership is important in order to retain your benefits. However, membership is not automatic. Examples of membership benefits include Long Term Insurance, a 6% reduction with Farmers Insurance, formally AIG Auto Insurance, and many others. The annual dues: HSTA-R: \$48 and NEA-Retired: \$30. Dues are deducted monthly from your pension: Current deductions are \$4.00 for HSTA-R and \$2.50 for NEA-R. A total monthly fee of \$6.50. Or, take advantage of the NEA-R Lifetime Subscriber option, a \$250, one time fee. Your monthly dues would then be \$4.00. You may download an application from the HSTA-Retired Web site, www.hstaretired.org.

Nine Steps to a Happy Retirement Checklist - Other Considerations for a Happy Retirement

- You are restricted to three service retirement application requests. Upon your third request, your retirement date is mandatory.
- Call your local Social Security Office for an estimate of benefits at age 62 and 65. Confirm the deadlines and procedure for filing for benefits. See contact information below.
- While eligibility for Medicare Part B (Primary Plan) is age 65, filing with Social Security should happen three months prior to age 65. The premium is deducted from your Social Security check. You will receive a reimbursement from your health plan every three months. Do **NOT** apply for Medicare Part D as it will cancel your State secondary Medical Plan. (You may only have one Medicare Part D plan. Your plan is with the State of Hawaii.)
- Verify that all other personal documents are current (i.e., wills, insurance policies, ownership papers, bank accounts, etc.)

Contact Information

Health Benefits

VEBA Trust (ATPA-Associated Third Party Administrator) for life insurance, long term insurance, short or long term income protection:

Oahu :440- 6940

Neighbor Islands: 1-800-637-4926

Employees' Union Trust Fund (EUTF)

Oahu: 586-7390

Toll Free: 1-800-295 0089

Web site: www.eutf.hawaii.gov

Employees' Retirement System (ERS)

Oahu 586-1735
Hawaii..... 974-4077
Maui 984-8181
Kauai..... 274-3010
Molokai/ Lanai..... 1-800-468-4644 ext 61736
Web.....<http://ers.ehawaii.gov>

Hawaii State Teachers Association-Retired

Web site: www.hstaretired.org To leave a phone message: 840-2258

Oahu833-2711 ext.258
Hawaii.....329-5075 ext 258
Maui270-2048 ext.258
Kauai240-2048 ext.258
Molokai660-2048 ext.258
Lanai..... 568-2048 ext.258

Social Security Administration

Oahu Office 1-800-772-1213

Web..... www.socialsecurity.gov

Medicare.....1-800-633-4227

Web.....www.medicare.gov