



## **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 make. 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 an Employees' Retirement System (ERS) Pre-Retirement session. The ERS or DOE can provide dates of sessions. If possible, attend several. Check the ERS website for schedule of workshops.
- Step Two:** Use the Benefits Calculator on the ERS website ([www.ers.ehawaii.gov](http://www.ers.ehawaii.gov)). After reviewing the results from the calculator, this will enable you to decide on a realistic potential retirement date. You can then proceed to schedule the appropriate appointment to meet with ~~the~~ ERS. Only **ONE** estimate with a retirement date is given per appointment.
- Step Three:** The ERS will send all the necessary forms. Complete the forms. Make copies and keep your papers 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 an ERS Retirement Claims Examiner (RCE) at least 30 days - but not earlier than 150 days - prior to the effective date of retirement. **The earlier the better.** Take your retirement packet and your significant other (recommended). During the appointment, the 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. The 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 (457) (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 (DOE OHR 300-011 Rev 1/1/2011) at least 30 days prior to your effective retirement date. Form 300-011 can be obtained from your school office. The date for your retirement must be the **FIRST** 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 1<sup>st</sup> of each month, except for December, which can either be the 1<sup>st</sup> or 31<sup>st</sup>.

Example: If the last working day is December 21, the retirement date is December 31. Second example: If the last working day is April 30<sup>th</sup>, 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/HSTA and NEA/NEA-Retired. Membership is not automatic. Membership benefits include the VEBA Trust and a wide selection of discounts. HSTA-Retired membership is \$48 per year that includes \$1 for HSTA affiliate membership and NEA-Retired/NEA is \$35.04. Dues are deducted monthly from your pension. Current deductions are \$4.00 for HSTA-R/HSTA and \$2.92 for NEA/NEA-R, for a total of \$6.92 monthly. Or, take advantage of the NEA-Retired Lifetime Member option, a one-time \$300 fee for which you pay \$4.00 monthly for HSTA-Retired/HSTA membership. You may download an application from the HSTA-Retired Web site: [www.hstaretired.org](http://www.hstaretired.org).

### **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, 66, and 67. Confirm the deadlines and procedure for filing for benefits. See contact information on following page.
- 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. Apply with the EUTF when you receive verification notice from Social Security. Do **NOT** apply for advertised (TV, online, etc.) Medicare Part D (prescriptions) as it will cancel your State secondary Medical Plan. (You may only have one Medicare Part D plan. Your plan is with EUTF.)
- Verify that all other personal documents are current (i.e., wills, advanced care directives, insurance policies, beneficiaries, ownership papers, bank accounts, etc.)

## Contact Information

### Health Benefits: Employer-Union Health Benefits Trust Fund (EUTF)

Oahu ..... (808) 586-7390  
Toll Free ..... 1-800-295-0089  
Website ..... [www.eutf.hawaii.gov](http://www.eutf.hawaii.gov)

### HSTA VEBA Trust

Life and Long Term Care Insurance

Oahu ..... (808) 440-6940  
Neighbor Islands..... 1-800-637-4926  
Fax ..... (808) 440-6941  
Website ..... [www.hstaveba.org](http://www.hstaveba.org)

### Employees' Retirement System (ERS)

Oahu ..... 586-1735  
Hawaii..... 974-4077  
Maui ..... 984-8181  
Kauai..... 274-3010  
Molokai/ Lanai..... 1-800-468-4644 ext. 61735  
Website..... [www.ers.ehawaii.gov](http://www.ers.ehawaii.gov)  
Continental U.S. Toll Free to Oahu..... 1-888-659-0708

### Social Security Administration

All Islands..... 1-800-772-1213  
Website..... [www.ssa.gov](http://www.ssa.gov)

Medicare..... 1-800-633-4227  
Website..... [www.medicare.gov](http://www.medicare.gov)

### Hawaii State Teachers Association-Retired

Oahu..... 840-2258  
Website..... [www.hstaretired.org](http://www.hstaretired.org)  
E-mail ..... [hstaretired12@gmail.com](mailto:hstaretired12@gmail.com)