Pre-Retirement Information and Resources Checklist

EMPLOYEE INFORMATION			
Employee Name:		**Date:**	

CHECKLIST

Check	Item
☐	**University of California Retirement Plan (UCRP) Election Information**
	› Election of monthly retirement income or Lump Sum Option › PERS reciprocity › Unused vacation leave / compensation time / sick leave › Post-retirement survivor continuance › Cost-of-living adjustments › Taxes – Federal and State tax obligations › Required documentation, including spouse's birth certificate or passport and marriage certificate and/or Contingent Annuitant birth certificate or passport › Spouse/Domestic Partner signature › Direct Deposit › UC Retirement Savings Program Distributions ○ 403(b) ○ 457 (b) ○ Defined Contribution Plan (DCP) ○ Taxes /Penalties › Capital Accumulation Payment (CAP) ○ Taxes/Penalties › Notify Manager/Supervisor and HR Business Partner of intent to retire › Contact your department HR Representative for information about the Retirement Gift
☐	**Key Date Information**
	› Separation Date: ______________________________ › Retirement Date: ______________________ › First Monthly Payment: ________________________ › CAP Account (*if applicable*) › Retirement election decision is irrevocable.
	› Expect retirement processing delays for: ○ Eligibility for reciprocity ○ Lump Sum Cash Out ○ UCRP service credit discrepancy ○ Multiple retirement tiers ○ Disability Crossover ○ Eligibility for Minimum Required Distributions (MRD) ○ Plan 02, 401(a)(17) or 415 Limited ○ Qualified Domestic Relations Order
☐	**Beneficiary Benefit and Information**
	Beneficiaries for: › UCRP Death Benefit ($7,500) one-time payment (When selecting monthly retirement option only) ○ To review your beneficiary elections, visit the UCRAYS website: https://retirementatyourservice.ucop.edu – Login with your Username and Password – Click on "My Beneficiaries" ○ You may also contact the Retirement Service Administration Center at (800) 888-8267 › Retirement Savings Plans – DC Plan, 403(b) and/or 457(b) Plan(s) ○ To review your beneficiary elections, visit the Fidelity Investments website: http://www.netbenefits.com – Login with your Username and Password – Click on "Profile" then "Beneficiaries" ○ You may also contact Fidelity Retirement Services at (866) 682-7787
☐	**DC Plan, 403(b) and/or 457(b) Plans (Consultation is Available)**
	› Contact Fidelity Investments at (866) 682-7787 for retirement savings plan options (systematic withdrawal or distribution request). ***Must be separated at least 31 days***. Age 72 for minimum distribution requirement (MDR) per new regulations. › If you have a current 403(b) loan, contact Fidelity Investments for payment options during retirement. › Schedule a 1:1 consultation meeting with Fidelity Investments at https://digital.fidelity.com/prgw/digital/wos/

- Options
  - Leave money in plan(s) – minimum amount of $2,000 is required
  - Rollovers/transfers
  - Total or partial distributions
  - Variable payments (systematic withdrawal)
- Early distribution penalties
- Minimum distribution requirement

☐ Social Security

- If you did not participate in Social Security during your employment at UC you may still be eligible from previous employers. You also may be eligible for Social Security from your spouse.
- Contact the Social Security Office at (800) 772-1213 for assistance.

☐ Parking

- If you pay for a monthly parking permit by payroll deduction, contact the Parking Office at (951) 827-1294 prior to the payroll cutoff prior to your separation date. Visit Transportation (TAPS), trade employee parking pass for Retiree pass if applicable.

☐ Health Benefits

- Medical/dental coverage continues (*if eligible*)
- Disregard notifications for end of benefits and COBRA
- **UCR Benefits End Date**:__________________
- Vision coverage may be continued through COBRA or by working VSP directly at (800) 240.8344 to enroll.
- Benefits end one month after retirement, a 15-day blackout period applies for processing change to retiree benefits.

☐ Other Insurance Plan Information

- Legal coverage continues (*if eligible*)
- Life and AD&D can be converted or you may enroll in AD&D at Open Enrollment
- Disability, business travel insurance and Workers' Compensation will end on the last day worked

☐ Certificate of Creditable Coverage

- When you retire from UCR, the certificate of creditable coverage will be mailed to your mailing address from your medical plan provider.
- The certificate of creditable coverage will state your employer medical plan coverage is ending.
- Please retain this document for your records

☐ Medicare Eligibility

- If you and/or your Spouse/Domestic Partner are Medicare Eligible (65+), you must enroll in Medicare Part A&B only, then when Medicare card(s) are received, please contact benefits@ucr.edu to update medical coverage to avoid termination of plan. If you and your spouse/eligible Domestic Partner are age 65, you will need the following items:
  - Medicare card(s)
  - UC Medicare Advantage enrollment form
- Verify with your Primary Care Physician (PCP) and inquire if they accept Medicare insurance
- Make your Medicare effective the month following your retirement effective date (i.e., Retire 7/1/XX, Medicare effective date is 8/1/XX)

☐ Health Flexible Spending Account (Health FSA) and/or Dependent Care Flexible Spending Account (DepCare FSA)

- If you are contributing to the Health FSA and/or the DepCare FSA, ***your last day of coverage and ability to submit claims, is the same as the last day of active employee benefits.*** You may extend coverage through COBRA if your account has a positive balance.
- You cannot file claims for out-of-pocket expenses incurred after this date unless you enroll in COBRA through WEX.
- For COBRA enrollment, contact WEX at (844) 451-1338 for further assistance.

☐ Home and Auto Insurance

- If you have auto, home, or renter's insurance through Farmers Insurance or California Casualty, contact them directly to discuss payment arrangements as a result of your retirement at:
  - Farmers Insurance – (844) 297-9094
  - California Casualty – (866) 680-5142
- Farmers Insurance and California Casualty monthly premiums cannot be deducted from your monthly retirement check; however, payments may be set up as an automatic deduction from your bank account.

☐	**UCR Emeriti/Retiree Association**
	› If you would like to join the UCR Emeriti/Retiree Association, log on to: http://retirees.ucr.edu/ for the enrollment process.
☐	**The Recreation Center**
	› If you would like to continue your gym membership, contact the UCR Recreation Center at (951) 827-5738.
☐	**UC Retirement Administration Service Center (RASC) Contact Information**
	› Contact RASC at (800) 888-8267 › Retiree benefits system changes to UCRAYS › RASC will assist you with the following questions: o Change your mailing address o Change your Federal and State withholding taxes o General assistance with your medical and dental plans o Retirement paycheck information o Open Enrollment › **Please note**: W2 forms (UCR earnings) will be issued from the UCPath Center and 1099R (retirement income) will be issued will be issued from RASC. › Hours of Operation: Monday – Friday | 8:30 a.m. – 4:30 p.m. | closed all UC holidays.