

## ABP Retirement Checklist

### How to Applying for ABP Retirement

- Submit a formal letter of retirement to your supervisor with a copy to HR. (The letter must include the date of your retirement.)
- Submit an ABP Application for Retirement Allowance to HR.
- Complete a Withdrawal Request Acknowledgement Receipt.
- Contact your ABP Investment Carrier (i.e. TIAA-CREF) and make your distribution decisions.

### How to Apply for Retiree Health Benefits

- If you are enrolled in the State Health Benefits Program immediately prior to your retirement, you are automatically enrolled in the Retiree State Health Benefits Program when you retire at the same coverage level and in the same plan as you selected for your active coverage.
- If you are NOT enrolled in the State Health Benefits Program immediately prior to your retirement or if you want to make changes to your coverage level or plan selection, you must complete and submit a Retiree State Health Benefits Program Application Form to the Division of Pensions and Benefits.
- If you (and/or your spouse) are eligible for Medicare coverage and want to enroll in the Retiree State Health Benefits Program, you (and/or your spouse) are required to enroll in Medicare Parts A and B, and submit proof of this coverage to the Division of Pensions and Benefits.
- You are required to take a minimum distribution from your ABP retirement funds **within 30 days of your retirement date**, in order to be considered retired and thereby eligible to participate in the Retiree State Health Benefits Program. You must contact your ABP Service Provider for the necessary forms.

## **Important Notice**

If you retire from ABP employment and then delay taking a distribution for a period of time greater than twelve months, you are no longer eligible for retired group life insurance benefits under the ABP, even if the other eligibility requirements for ABP retired group life insurance coverage are met.

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