

# Retiree Benefits Handbook

Have you:

\_\_\_\_\_ Contacted Social Security, if applicable?

\_\_\_\_\_ Contacted your retirement plan?

\_\_\_\_\_ Notified your department in writing?

## Retirement income

Eligible ASU employees are participants in one of the following retirement systems or plans: Arizona State Retirement System, Optional Retirement Plan and Public Safety Personnel Retirement System. Six to 12 months before you retire, contact your retirement plan to inquire about your retirement income options. [Contact info](#) is on page 10.

### Arizona State Retirement System

Throughout the year, the ASRS conducts meetings and webinars to help members prepare for retirement. Log in to your ASRS account for details.

- ❑ Within three years of retirement:
  - Schedule a **Route 3: Destination in Sight** meeting on the ASRS secure site.
- ❑ Within one year of retirement:
  - Request a personalized benefit estimate.
  - Review spousal consent requirement.
  - Schedule a **Know Your Insurance** meeting on the ASRS secure site.
- ❑ Within six months of retirement:
  - Gather needed information for your retirement application, such as retirement date, bank information for direct deposit, tax withholding allowances and exemptions and service purchase information for partial lump sum, if applicable.
  - Schedule a **Route 4: Next Exit, Retirement** on the ASRS secure site.
  - Send copy of driver's license, birth certificate or passport for your beneficiary, if electing joint and survivor annuity option, through a secure message on your myASRS account.
  - Send a copy of spousal consent waiver, if applicable, through a secure message on your myASRS account.
  - Submit retirement application, federal and state tax elections on your myASRS account.
  - Verify myASRS account accuracy online. Complete beneficiary information, address, phone number and email address.
- ❑ Within three months of retirement:
  - Complete online ASRS medical and dental insurance enrollment application on your myASRS account, if you want coverage offered by ASRS.

[azasrs.gov](http://azasrs.gov) | 602-240-2000

### Optional Retirement Plan

Contact your investment company or its financial advisor. Provide them with the following:

Personal information:

- ❑ Name and address
- ❑ Social Security number
- ❑ Spouse, if applicable, or co-annuitant's name and date of birth

Retirement information:

- ❑ Date you want retirement payments to start
- ❑ How much you want to receive each month

**Public Safety Personnel Retirement System**

Contact OHR Benefits. We will prepare an estimate of benefits, assist you with completing the application forms and providing required marriage licenses, birth certificates and obtaining Local Board approval.

**Arizona University System Voluntary 403(b) and State of Arizona Deferred Compensation 457(b) Plans**

Contact your investment company or its financial advisor to request information and forms to withdraw or rollover your account balance.

## Social Security and Medicare benefits

When you retire, you can begin to receive monthly Social Security payments as early as age 62. However, retirement payments received prior to age 65 are reduced. That reduction is permanent, and payments will not increase when you reach age 65. Payments can also be made to a spouse age 62 or older.

Year of birth	Normal retirement age
1937 and prior	65
1938	65 and two months
1939	65 and four months
1940	65 and six months
1941	65 and eight months
1942	65 and 10 months
1943 to 1954	66
1955	66 and two months
1956	66 and four months
1957	66 and six months
1958	66 and eight months
1959	66 and 10 months
1960 and later	67

### Note:

- Persons born on Jan. 1 of any year should refer to the normal retirement age for the previous year.
- Widows and widowers whose entitlement is based on having attained age 60 should add two years to their year of birth to determine benefit reductions for early retirement

Provide them with the following:

#### Personal information:

- Birth certificate
- Military discharge papers if you had military service
- Proof of U.S. citizenship or lawful alien status, if you, a spouse or child applying for benefits, were not born in the U.S.
- The name of your financial institution, the routing number and your account number, so that benefits can be deposited directly into your account.
- Social Security number
- W-2 forms or self-employment tax return for last year

#### Family information:

- Children's birth certificates and Social Security numbers (for children's benefits).
- Spouse's birth certificate and Social Security number, if your spouse applies for benefits.

Make an appointment to visit any Social Security office at least three months prior to your retirement date.

[socialsecurity.gov](http://socialsecurity.gov) | 800-772-1213

Medicare is our country's health insurance program for people age 65 or older or disabled. The program helps with the cost of health care, but it does not cover all medical expenses or the cost of most long-term care. Medicare has four parts: Hospital insurance (Part A), medical insurance (Part B), Medicare Advantage (Part C) and prescription drug coverage (Part D).

[medicare.gov](http://medicare.gov) | Phone 800-MEDICARE (800-633-4227) toll-free

## Retiree insurance programs

As a retiree, you are eligible to elect medical, prescription, dental and vision coverage offered by two state of Arizona agencies, as long as you receive a pension or retirement income benefit from ASRS, ORP or PSPRS.

### Arizona Department of Administration Benefit Options Program

- ❑ You must enroll no later than 31 days after your retirement date. Thereafter, you may enroll during any open enrollment period or within 31 days of a qualified life event.
- ❑ If you decline all coverage (medical, dental and vision) through ADOA either at the time of retirement or in the future, you may not be eligible to enroll in that ADOA plan in the future.
- ❑ If you have declined or cancelled either or both ADOA's medical and dental coverage in the past, but have maintained either coverage through ADOA, you may be eligible to re-elect either or both plans during open enrollment.
- ❑ EPO medical plan networks: Aetna, BlueCross BlueShield of Arizona, CIGNA and United Healthcare
- ❑ PPO medical plan networks: Aetna, BlueCross BlueShield of Arizona and United Healthcare
- ❑ Dental plans: Delta Dental of Arizona and Cigna Dental
- ❑ Vision plan: Avesis (requires either or both medical and dental coverage with ADOA)

### Arizona State Retirement System

- ❑ You must enroll in the ASRS plan no later than 31 calendar days after your retirement date. Thereafter, you may enroll during any open enrollment period or within 31 days of a qualified life event.
- ❑ Once you elect all coverage (medical and dental) with ASRS, you cannot elect ADOA retiree health benefits at any time in the future.
- ❑ United Healthcare medical plans for non-Medicare eligible retirees: Choice and Choice Plus PPO
- ❑ United Healthcare medical plans for Medicare eligible retirees: Group Medicare Advantage HMO and Senior Supplement
- ❑ Sun Life Financial Dental Plans (includes Vision Service Plan): Freedom Advance Indemnity, Freedom Basic Indemnity, Heritage Security with SBA and DHMO Plan 220 with Ortho

If you are age 65 or older when you retire, Medicare will be your primary medical insurance and pay claims first.

For more information about retiree health insurance options, attend an ASU ["Finalizing Your Retirement" meeting](#) conducted by OHR Benefits.

## ASRS Retiree Premium Benefit Program

To help offset the cost of medical and dental insurance (not vision), a monthly premium benefit is provided for retired ASRS and PSPRS members. This benefit is not available to participants in the Optional Retirement Plan. The subsidy amount is determined by:

- (1) you and your dependent's eligibility for Medicare
- (2) your level of coverage
- (3) your years of service with ASRS or PSPRS

You may be eligible for this subsidy if:

- You elect ADOA or ASRS retiree medical or dental coverage.
- Your spouse has coverage with any ASRS employer plan and you become a dependent on that plan. If you retired before Aug. 2, 2012, twice a year you may request a "Reimbursement of Medical or Dental Cost" form from OHR Benefits.
- You have five or more years of ASRS or PSPRS service and will receive a monthly benefit.

## Securian Group Term Life Insurance

Three options are available at the time of retirement:

- 1) You may port or convert your Securian Basic, Supplemental or Dependent Life insurance to an individual policy at a premium rate applicable to your risk class and your present age. Securian must receive your application and first premium within 31 days after your group policy ends. Log onto [lifebenefits.com/continue](http://lifebenefits.com/continue) to continue coverage, calculate rates, and obtain the necessary forms. Policy number: 70316 | Access key: ASU
- 2) If you have been continuously employed by ASU for at least 10 but less than 15 years and enrolled in Securian Supplemental Life Insurance at the time of retirement from ASU, you may retain a \$5,000 policy and pay premiums annually at the group rate. Amounts over \$5,000 may be converted as outlined in 1) above. This policy also provides for \$2,000 policy on your spouse and a \$1,000 policy on eligible dependent children, if they precede you in death. If you are eligible for this benefit, you will receive a letter from Securian.
- 3) If you have been continuously employed by ASU for at least 15 years and enrolled in Securian Supplemental Life Insurance at the time of retirement from ASU, the university will pay the premium for a \$5,000 policy for you. Amounts over \$5,000 may be converted as outlined in 1) above. This policy also provides for \$2,000 policy on your spouse and \$1,000 policy on eligible dependent children, if they precede you in death. You will receive a letter from OHR Benefits informing you if you are eligible for this benefit.

## The Hartford

When you retire, you may convert your Hartford Basic, Supplemental or Dependent Life insurance to an individual policy. The Hartford must receive your application within 31 days after your group policy ends. If you retire before age 65, you may elect portability of your coverage and your dependent coverage. The Hartford must receive your portability application within 31 days after your policy ends. Contact OHR Benefits to request the application form.

## Retiree Accumulated Sick Leave Program

RASL offers state of Arizona employees the opportunity to receive a payment of unused sick leave at separation. To be eligible, the employee must meet all of the following requirements:

- ❑ Complete and return the [Retiree Accumulated Sick Leave \(RASL\) Program Application and Certification Form \(GAO-SL-50\)](#), University Checklist and tax withholding forms (W4 and A4) to the Arizona Department of Administration, General Accounting Office within 180 calendar days following the effective retirement date. Both the retiree and employer sections must be completed before submission to the General Accounting Office.
- ❑ Establish a retirement date from an authorized retirement system that is effective within 31 calendar days after the date of termination from state employment (the retiree must have an effective retirement date on file with an authorized state retirement system).
- ❑ Have an accumulated sick leave balance of 500 or more hours at the date of termination from employment.
- ❑ The accumulated sick leave hours must be available for use at the time of termination.

Information regarding this benefit can be found [gao.az.gov/payroll/rasl](http://gao.az.gov/payroll/rasl).

## ASU Retiree Benefits

You must meet [ASU retirement eligibility criteria](#) to receive the following university retiree benefits:

### ASU Retirees Association

ASURA was officially founded in April 1991. Members are retired ASU faculty, staff, academic professionals and administrators.

ASURA's purpose:

- ❑ Advocate on behalf of retired ASU personnel to ensure that they receive maximum retirement benefits
- ❑ Communicate membership concerns to representatives of the university, legislators, state government agencies and other groups affecting the welfare of retired persons
- ❑ Facilitate continuing contributions by members to the furtherance of the objectives of ASU and continuing consideration by ASU of retirees in policies relating to course registration, entertainment events and other programs offered at a discount to ASU personnel
- ❑ Sponsor educational, charitable, service and other programs for ASURA members.

Member benefits include opportunities to attend educational and social events organized by ASURA and to receive the ASURA newsletter, Prime Times.

There are no special discount privileges afforded to ASURA members by the university or ASURA. ASURA does not currently provide retirement consultation or have a speaker's bureau.



**Athletic event discount tickets**

If you purchased season tickets for five or more consecutive years at the staff discount, you are eligible for the discount after retirement.

**Computer accounts**

The computer accounts office will automatically continue your existing email account for your lifetime.

**Equipment purchase**

Review Property Control System Manual (PCS) 1009: Sale of University Property to a Retiring or Exiting University Employee.

**Gammage event discount tickets**

Visit [Gammage](#), click on “asu community,” and enter password SUNDEVIL.

**OneAZ Credit Union**

Call Member Services at 844-663-2928 or [email](#).

**Parking**

If you wish to retain your current parking permit, contact Parking and Transit Services to arrange for payment of the balance due. If you do not wish to retain your permit, turn it in to PTS to avoid being billed for the balance.

**Qualified tuition reduction program**

Retirees, their spouses and dependent children may continue to receive reduced registration fees under the same terms and fee schedule as eligible faculty and staff.

**Sun Card**

Take your ASU Sun Card to the Sun Card Office on your campus after your retirement date and final pay date. You will be issued a new ID that designates you as retired staff. Your new card can be used for identification purposes and will entitle you to discounts and privileges available to retirees.

**Sun Devil Fitness Complex**

You may continue membership or become a member.

**University Club**

You may continue membership or become a member.

**Verizon Wireless**

The ASU-Verizon contract does not provide a retiree discount. However, if an ASU employee is receiving the 15 percent employee discount, it will continue to apply after retirement until the account is audited by Verizon.

## Contact List for Retiree Benefits

### **OHR Benefits**

Employee services: 855-278-5081  
Faculty services: 480-727-9900  
Retirement secure fax: 480-993-0008

### **Arizona Department of Administration**

Benefit Services Division  
602-542-5008

### **Arizona State Retirement System**

3300 N. Central Ave.  
Phoenix, AZ 85067  
602-240-2000

### **Mailing Address:**

PO Box 33910  
Phoenix, AZ 85067

### **ASU Retirees Association**

480-965-7668

### **Emeritus College**

480-965-0002

### **Fidelity Investments**

800-343-0860

### **Gammage Events**

480-965-3434  
Password: SUNDEVIL

### **Medicare**

### **MetLife (Auto & Home Insurance)**

800-438-6387

### **Nationwide Retirement Solutions**

602-266-2733 or 800-796-9753

### **One AZ Credit Union**

844-663-2928

### **Parking and Transit Services**

480-965-6124

### **Public Safety Personnel Retirement System**

Contact OHR Benefits

### **Retiree Accumulated Sick Leave (RASL)**

State of Arizona General Accounting Office  
Marla Grossman, Program Coordinator  
602-542-6222

### **Securian (Life Insurance)**

800-843-8358

### **Social Security Administration**

800-772-1213

### **Sun Card offices**

Downtown: 602-496-0348  
Polytechnic: 480-727-1762  
Tempe: 480-965-2273  
West: 602-543-5000

### **Sun Devil Fitness Complex**

480-965-8900

### **The Hartford (Life Insurance)**

866-712-3443

### **TIAA**

800-842-2776

### **University Club**

480-965-0700

### **UNUM (Long-term Care Insurance)**

800-237-7736