



# ***Retiree Benefits Handbook***

*Have you:*

*Contacted your retirement plan?*

*Notified your department in writing?*

*Contacted the Social Security Office, if applicable?*

## **RETIREMENT INCOME**

Eligible ASU employees have been covered by one of the following retirement plans: Arizona State Retirement System (ASRS), Optional Retirement Plan (ORP) and Public Safety Personnel Retirement System (PSPRS). Six to twelve months before you plan to retire, contact your retirement plan to inquire about your retirement income options. See the last page of this handbook for contact information.

Your retirement plan representative will explain the various retirement benefit options and associated benefit payment amounts. After reviewing and selecting an option, please complete and file your retirement application with your retirement vendor.

### **Arizona State Retirement System (ASRS)**

Contact the ASRS. Be prepared to furnish the following information:

- Name and address
- Social Security Number
- Date of birth
- Retirement Date
- Date you want retirement payments to start
- Current salary
- Spouse's (if applicable) or co-annuitant's name and date of birth

Throughout the year, the ASRS holds “Getting Ready for Retirement” meetings. For a schedule of meetings, visit [www.azasrs.gov](http://www.azasrs.gov). To reserve a seat, call ASRS.

### **Optional Retirement Plan (Fidelity Investments, TIAA-CREF, VALIC)**

Contact the applicable investment company or its financial advisor. Be prepared to furnish the following information:

- Name and address
- Social Security Number
- Policy numbers
- Date you want retirement payments to start
- Spouse's (if applicable) or co-annuitant's name and date of birth

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

Contact ASU HR Retirement. We will prepare an estimate of benefits and assist you with completing the application forms.

### **Voluntary 403(b) and 457(b) Plans**

Contact your investment company or its financial advisor to request information about withdrawals and/or rollovers.

## **SOCIAL SECURITY & 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.

You can apply for retirement benefits online at [www.socialsecurity.gov](http://www.socialsecurity.gov), you can call their toll-free number (800) 772-1213, or you can make an appointment to visit any Social Security office at least three months prior to your retirement date. Be prepared to furnish the some or all of the following original documents:

- ❑ Your Social Security number;
- ❑ Your birth certificate;
- ❑ Your W-2 forms or self-employment tax return for last year;
- ❑ Your military discharge papers if you had military service;
- ❑ Your spouse's birth certificate and Social Security number if he or she is applying for benefits;
- ❑ Children's birth certificates and Social Security numbers if you are applying for children's benefits;
- ❑ Proof of U.S. citizenship or lawful alien status if you (or a spouse or child applying for benefits) were not born in the United States; and
- ❑ The name of your financial institution, the routing number and your account number, so that benefits can be deposited directly into your account.

Medicare is our country's health insurance program for people age 65 or older. 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). More detailed information is available by calling the Medicare toll-free number (800) MEDICARE (800-633-4227) or going to [www.medicare.gov](http://www.medicare.gov).

## **RETIREE INSURANCE PROGRAMS**

As a retiree, you are eligible to elect medical, prescription, dental and vision insurance offered by the State of Arizona. As long as you receive a pension benefit from one of the authorized state retirement programs, you may participate in one of the following retiree health insurance programs:

### **Arizona Department of Administration (ADOA) 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 or a dependent decline medical, dental and/or vision coverage through ADOA either at the time of retirement or in the future, you cannot enroll in that ADOA plan at any time in the future.
- Medical plans: Aetna EPO, Aetna PPO, BlueCross BlueShield of Arizona EPO, BlueCross BlueShield of Arizona PPO, CIGNA EPO, United Healthcare EPO, United Healthcare PPO
- Dental plans: Delta Dental and Total Dental Administrators
- Vision plan: Avesis

### **Arizona State Retirement System (ASRS)**

- You must enroll in the ASRS plan no later than 31 calendar days after your retirement date in order to preserve your eligibility to be covered by the ASRS upon your retirement. Thereafter you may enroll during any Open Enrollment period or within 31 days of a qualified life event.
- Once you elect ASRS retiree health benefits, you cannot elect ADOA retiree health benefits at any time in the future.
- Medical Plans/Non-Medicare Eligible: United Healthcare Choice, Choice Plus PPO
- Medical Plans/Medicare Eligible: United Healthcare Group Medicare Advantage HMO, United Healthcare Senior Supplement
- Dental Plans: Assurant Freedom Advance Indemnity, Freedom Basic Indemnity, Heritage Security with SBA, DHMO Plan 220 with Ortho
- Vision: Included with dental

**NOTE:** If you are 65 years of age or older when you retire, Medicare will be your primary medical insurance. Contact your local Social Security office for Medicare information.

For more information about retiree health insurance options, attend one of ASU's "Preparing for Retirement" seminars conducted by the HR Retirement staff. Visit our pre-retirement web page at [www.asu.edu/hr/benefits/retirement\\_info.html](http://www.asu.edu/hr/benefits/retirement_info.html) for more information.

### **ASRS Benefit Premium Subsidy Program**

To help defray the cost of medical and/or dental insurance (not vision), a monthly premium benefit subsidy is provided for retirees who are members of the ASRS or PSPRS retirement system. This benefit is not available to participants in the ORP retirement system. The amount of the subsidy is determined by (1) your years of service with ASRS/PSPRS, (2) you and/or your dependent's eligibility for Medicare, and (3) your level of coverage.

You are eligible for this subsidy IF:

- You elect ADOA or ASRS retiree medical and/or dental coverage, or
- Your spouse has coverage with any ASRS employer plan and you become a dependent on that plan. Twice a year you may request a "Reimbursement Medical & Dental Cost" form from ASRS.
- You have five or more years of ASRS/PSPRS service and will be receiving a monthly benefit.

### **Aetna Term Life Insurance (ASU Benefit)**

Three options are available at the time of retirement:

- 1) You may convert your term Basic and Supplemental insurance to whole life insurance at a premium rate applicable to your risk class and your present age. Contact ASU Benefits Office to request the application form.

Applies to Aetna Supplemental Life Insurance:

- 2) If you have been continuously employed by ASU between ten and fifteen years, you may retain a \$5,000 policy and be billed yearly at the group rate. (Amounts over \$5,000 may be converted as outlined in #1.) You will receive a letter from the Office of Human Resources informing you if you are eligible for this benefit. This policy also provides for \$2,000 life insurance on your spouse if he/she precedes you in death.

- 3) If you have been continuously employed by ASU for 15 or more years, the university will pay for a \$5,000 policy for you. (Amounts over \$5,000 may be converted as outlined above.) You will receive a letter from the Office of Human Resources informing you if you are eligible for this benefit. This policy also provides for \$2,000 spouse life insurance if he/she precedes you in death.

### **The Hartford (State of Arizona Benefit Effective 10/1/09)**

When you retire, you may have the right to convert coverage to an individual conversion policy. The Hartford must receive your Notice of Conversion Right form within 31 days after your life insurance terminates. If you retire before age 65 (normal retirement age), you may elect portability of your coverage and your dependent coverage. The Hartford must receive your Portability Application within 31 days after your life insurance terminates. Contact ASU Benefits Office to request the application.

### **RETIREE ACCUMULATED SICK LEAVE (RASL)**

Retirees with at least 500 or more hours of unused sick leave at the time of retirement, may be eligible for a partial payment.

You must:

- Establish an effective retirement dated within 31 days with an Authorized State of Arizona Retirement System plan.
- Apply for the RASL benefit

Information regarding this benefit may be found in your packet or at: [www.gao.az.gov/rasl/](http://www.gao.az.gov/rasl/)

### **ASU RETIREE BENEFITS** (You must meet ASU retirement eligibility)

#### **ASU SUN CARD**

Take your ASU Sun Card to the Sun Card Office on your campus **after** your retirement 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.

#### **COMPUTER ACCOUNTS**

The Computer Accounts Office will automatically continue your existing E-Mail account for your lifetime. This benefit is free of charge. Contact the Computer Accounts Office at 480.965.1211 if you have questions.

#### **PARKING**

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

#### **REDUCED IN-STATE TUITION**

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

#### **UNIVERSITY CLUB**

Retirees may continue or become a member of the University Club. Please call 480.965.0700 for information.

#### **STUDENT RECREATION CENTER**

Retirees may continue or become a member of the SRC. Please call 480.965.8900 for information.

### **ARIZONA STATE UNIVERSITY RETIREES ASSOCIATION**

The Arizona State University Retirees Association was officially founded in April 1991. Members of the Association are retired ASU faculty, staff, academic and service professionals, and administrators. Association members pay annual dues.

The purpose of the Association is to advocate on behalf of retired Arizona State University personnel to ensure that they receive maximum retirement benefits; to communicate membership concerns to representatives of the university, legislators, state government agencies and other groups affecting the welfare of retired persons; to facilitate continuing contributions by members to the furtherance of the objectives of Arizona State University and continuing consideration by ASU of retirees in policies relating to course registration, entertainment events and other programs afforded at a discount to ASU personnel; and to sponsor educational, charitable, service and other programs relating to interests of ASURA retired members.

Benefits to members beyond those afforded to all ASU retirees include opportunities to attend educational and social events organized by the Association, and to receive the newsletter Prime Times that is published by the Association.

Our major purpose is to advocate for retirees. We do also treasure our continuing association with ASU, but that association is more by way of two-way advocacy than it is by way of facilitating our volunteerism with ASU.

There are no special discount privileges afforded to members of our organization by the university or by us. We do not currently provide retirement consultation or have a speaker's bureau.

For more information, visit their website at [asura.asu.edu](http://asura.asu.edu).

***The information in this handbook is intended to provide a brief overview of retiree benefits. It is not binding and is subject to change at any time. Please read applicable ASU policies and plan documents for complete information.***

## CONTACT LIST FOR RETIREE BENEFITS

### **Arizona State Retirement System**

3300 N. Central Ave.  
Phoenix, AZ 85067  
602.240.2000

#### **Mailing Address**

PO Box 33910  
Phoenix, AZ 85067

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

ASU Human Resources 855.278.5081

### **Arizona Department of Administration**

Benefit Services Division  
602.542.5008

### **State of Arizona General Accounting Office**

RASL Program  
602.542.5601

### **Fidelity Investments**

800.343.0860

### **TIAA.CREF**

800. 842.2776

### **VALIC**

800.892.5558, x89005

### **Nationwide Retirement Solutions**

602.266.2733 or  
800.796.9753

### **Social Security Administration**

800.772.1213

### **Arizona State Credit Union**

480.965.4426

### **ASU Human Resources**

Benefits and Retirement  
Employee Services 855. 278.5081  
Faculty Services 480.727.9900  
Benefits Fax 480.993.0007  
Retirement Fax 480.993.0008

### **ASU Retirees Association**

480.965.7668

### **Parking & Transit Services**

480. 965.6124

### **Sun Card Offices**

Downtown: 602.496.0348  
Polytechnic: 480.727.1762  
Tempe: 480. 965.2273  
West: 602.543.5000

### **Student Recreation Complex**

480.965.8900

### **University Club**

480.965.0700

### **Emeritus College**

480.965.0002

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

866.712.3443

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

800.237.7736

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

800.732.0416

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

800.438.6387