Have you:

_____ Contacted your retirement plan?

_____ Notified your department in writing?

_____ Contacted Social Security, 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 retire, contact your retirement plan to inquire about your retirement income options. CONTACT INFO is on page 8.

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 conducts meetings and webinars to help members prepare for retirement. Review the ASRS Retirement Handbook: www.azasrs.gov/content/pdf/Retirement_Handbook.pdf.

- Planning to retire within three years?
  Register to attend an ASRS Planning for Retirement group meeting.
- Planning to retire within a year?
  Register for an ASRS Preparing for Retirement webinar. Planning to retire within four months? Register to attend an ASRS Retire Now group meeting.
- Planning to retire soon?
  Attend an ASRS Know Your Insurance group meeting.

MORE INFO
ONLINE | www.azasrs.gov
PHONE | 602.240.2000

Optional Retirement Plan (Fidelity Investments, TIAA-CREF, VALIC)
Contact your investment company or its financial advisor. Be prepared to furnish the following information:
- Name and address
- Social Security Number
- How much you want to receive each month
- 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 Benefits. 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.

GET INFORMATION:
ONLINE | www.socialsecurity.gov
PHONE | 800.772.1213
IN PERSON | 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 (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).

GET INFORMATION
ONLINE | www.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 insurance offered by two State of Arizona agencies. As long as you receive a pension benefit from one of the authorized state retirement programs listed on page 2, you may be eligible to participate in one or both of the following:

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 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 at any time in the future.
- If you have declined or cancelled ADOA’s medical and/or dental coverage in the past, but have maintained either coverage through ADOA, you may be eligible to re-elect medical and/or dental coverage during the Open Enrollment period.
- EPO medical plan networks: Aetna, AmeriBen/BlueCross BlueShield of Arizona, CIGNA, United Healthcare
- PPO medical plan networks: Aetna, AmeriBen/BlueCross BlueShield of Arizona, United Healthcare
- Dental plans: Delta Dental of Arizona and Total Dental Administrators
- Vision plan: Avesis
  NOTE: You may only elect vision if medical and/or dental coverage is also elected.

Arizona State Retirement System (ASRS)
- 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, Choice Plus PPO
- United Healthcare medical plans for Medicare eligible retirees: Group Medicare Advantage HMO, Senior Supplement
- Vision Service Plan: 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 an ASU “Prepare to Retire” seminar conducted by the HR Benefits staff.

MORE INFO
ONLINE | https://cfo.asu.edu/hr-preretirement
ASRS Retiree Premium Benefit Program
To help offset the cost of medical and/or 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. your years of service with ASRS/PSPRS,
2. you and/or your dependent’s eligibility for Medicare, and
3. your level of coverage.

You may be 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. If you retired before August 2, 2012, twice a year you may request a “Reimbursement of Medical and/or Dental Cost” form from ASU HR Benefits.
- You have five+ years of ASRS/PSPRS service and will receive a monthly benefit.

Aetna Group Term Life Insurance (An ASU benefit)
Three options are available at the time of retirement:
1) You may port or convert your Aetna Basic, Supplemental and/or Dependent Life insurance to an individual policy at a premium rate applicable to your risk class and your present age. Aetna must receive your application form within 31 days after your group policy ends. Contact ASU HR Benefits to request the application form.
2) If you have been continuously employed by ASU for at least 10 but less than 15 years and you were enrolled in Aetna 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. You will receive a letter from ASU HR Benefits informing you if you are eligible for this benefit.
3) If you have been continuously employed by ASU for at least 15 years and you were enrolled in Aetna 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 ASU HR Benefits informing you if you are eligible for this benefit.

The Hartford (A State of Arizona benefit)
When you retire, you may convert your Hartford Basic, Supplemental and/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 (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 policy ends. Contact ASU HR Benefits to request the application form.
RETIREE ACCUMULATED SICK LEAVE (RASL)
The Retiree Accumulated Sick Leave Program offers an officer or employee of the State of Arizona including universities the opportunity to receive a payment of unused sick leave at separation. To be eligible for RASL, the individual must meet the following requirements:

- Have an accumulated sick leave balance of 500 or more hours at the date of termination from employment; and
- The accumulated sick leave hours must be available for use at the time of termination; and
- Must 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); and
- Complete and return the Retiree Accumulated Sick Leave (RASL) Program Application and Certification Form (GAO-SL-50), appropriate 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/agency sections must be completed before submission to the General Accounting Office.

Information regarding this benefit can be found online: 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 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.

COMPUTER ACCOUNTS
The Computer Accounts Office will automatically continue your existing email account for your lifetime.

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 Parking and Transit Services to avoid being billed for the balance.

REDUCED IN-STATE TUITION
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.

UNIVERSITY CLUB
Retirees may continue or become a member of the University Club.

STUDENT RECREATION CENTER
Retirees may continue or become a member of the SRC.
ARIZONA STATE UNIVERSITY RETIREES ASSOCIATION (ASURA)
The Arizona State University Retirees Association was officially founded in April 1991. Members of ASURA are retired ASU faculty, staff, academic and service professionals, and administrators. Association members pay annual dues.

ASURA’s purpose 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 offered at a discount to ASU personnel; and
- to sponsor educational, charitable, service and other programs for ASURA members.

Benefits to members beyond those afforded to all ASU retirees 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.
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.