



RETIREMENT CHECKLIST

ACTIVE EMPLOYEES HIRED ON OR AFTER 9/1/2011 OR
UNDER AGE 50 AS OF 9/1/2011

WHEN YOU ARE READY
TO THINK ABOUT
RETIREMENT, YOU
WILL BE FACED WITH
IMPORTANT

DECISIONS ABOUT YOUR
FUTURE. TO HELP YOU
PREPARE, RESOURCES
ACROSS NYU ARE
AVAILABLE TO HELP
WITH YOUR TRANSITION.



ONE YEAR BEFORE YOU RETIRE

- Confirm your retirement eligibility with PeopleLink.
- Visit NYU's "Planning for Retirement" web page to review benefit options available to retirement-eligible faculty and employees.
- Visit the Discover Via Benefits web page to browse post-retirement healthcare coverage options available to Medicare-eligible retirees and Medicare eligible spouses/domestic partners.
- Discuss your retirement plans with your personal financial advisor and/or tax professional.
- Contact former employers for pension and retirement benefits information.
- Review your retirement portfolio. Schedule a one-on-one-consultation with a TIAA financial advisor. Topics you may wish to discuss during a consultation:
 - Your post-retirement budget, fixed and variable expenses. (A sample post-retirement budget planner can be found on the TIAA website).
 - Changes in your tax bracket.
 - Your retirement account contributions and asset allocation for the near term prior to retirement.
 - Age 72 Annual Required Minimum Distributions from your retirement account after termination of employment and the tax implications of these and other distributions from your account.

THREE TO FOUR MONTHS BEFORE YOU RETIRE

- Notify your supervisor of your retirement date and your last day of work.
- Contact PeopleLink for an overview of your retiree benefits. One-on-one consultations are available through PeopleLink.
- Schedule an appointment with TIAA to discuss your retirement plan distribution options.
- If applicable, contact Aon, NYU's Staff Pension Plan administrator to request a pension calculation and to determine distribution procedures. Please note that you will receive your paperwork to commence your pension benefit shortly after your last day of work.
- Apply for Social Security four months before you want payments to begin. You can apply online or by visiting a local SSA office.

TWO MONTHS BEFORE YOU RETIRE

- Contact your Human Resources Officer or HR Business Partner to confirm your retirement has been processed in PeopleSync. Once Via Benefits has received your retirement date, which may take up to a week, you are able to enroll in post-retirement health insurance coverage if you are Medicare eligible (age 65 or older).
- If you and/or a covered spouse/domestic partner are age 65 or older, enroll in Medicare Parts A & B medical insurance at least two months before you retire. If you were automatically enrolled in Medicare Part A, you may only need to enroll in Medicare Part B. In order to complete the full "Application for Enrollment in Part B (Medical Insurance)", you will need PeopleLink to complete the "Request for Employment Information." This should be submitted along with your Part B application.
- If you retire when you are already eligible for Medicare, you should call Via Benefits 60 days before your retirement to review your options and enroll in Medicare supplemental insurance coverage (including dental and vision). You must first be enrolled in Medicare Parts A and B to purchase supplemental medical coverage and a Medicare Part D (prescription drug) plan through Via Benefits.
- If you retire before turning age 65, you should plan to call Via Benefits at least 60 days before your 65th birthday in order to enroll in Medicare supplemental insurance. You must first be enrolled in Medicare Parts A and B to purchase supplemental medical coverage and a Medicare Part D (prescription drug) plan through Via Benefits. You will begin to receive communications from Via Benefits in the months leading up to your 65th birthday.
- If you are covering a spouse/domestic partner after you retire, they should also contact Via Benefits at least 60 days before their 65th birthday as all Medicare and Medicare Supplemental plans are purchased on an individual basis.
- Please note that if you or your spouse/domestic partner are not Medicare eligible and are enrolling in one of NYU's retiree medical plans, it may take up to three weeks to receive your new medical and prescription drug ID cards. Please take necessary steps to ensure you have enough of your current prescriptions for this time period.
- Review the applicable vacation policy and/or Collective Bargaining Agreement (CBA) with regard to eligibility and notice required for payout of accrued vacation days. Your vacation balance can be obtained through PeopleSync.
- Review, and if necessary, update your contact information in PeopleSync. Remember to also maintain your contact information post retirement.
- Flexible Spending Account (FSA) Plan participants should review expenses incurred but not yet submitted for reimbursement.
- Visit the Wageworks website to review any commuter and parking orders to ensure timely cancellations of orders.

AFTER YOU RETIRE

- The Benefits Resource Center (BRC) provides secure and efficient access for non-Medicare eligible retirees (under age 65) to make their post-retirement medical benefits election. You will receive an email within 48 hours of your retirement date notifying you that you have an open retirement event. To access the BRC, login to NYUHome with your NetID (printed on the back of your NYU identification card) and password credentials. Select the Work page, and click "Go".
- You will receive a COBRA notification following your retirement date providing you with the option to continue your employee group health coverage. If you are not yet Medicare eligible and have enrolled in an NYU retiree medical plan, you may wish to consider COBRA continuation for the dental and vision plans.
- If eligible for an HRA, reimbursement methods for eligible expenses will be explained in the funding guide you will receive from Via Benefits.
- Deferred Compensation 457(b) Plan participants will be contacted by TIAA with plan distribution options and procedures.
- You will receive a "Notice of Group Life Conversion" from Prudential providing an opportunity to convert your current NYU life insurance coverage. Your state of residence will have an effect on life insurance product options.
- Contact Public Safety for ID Card Services to obtain your retiree NYU ID card.
- Retirement is one of life's most important transitions; explore ways to stay connected by contacting the Work Life office.



CONTACTS

CVS/Caremark
800-421-5501

EBPA (Direct Billing for Medical Premiums)
800-258-7298

Health Advocate
866-695-8622

Milliman (NYU Staff Pension Plan)
866-767-1212

Medicare
800-633-4227

Mercer (Voluntary Benefits)
866-486-1945

MetLife (Retiree Dental Plan)
800-438-6388

NYU PeopleLink
212-992-LINK (5465)

NYU Public Safety
212-443-2273

NYU Work Life
212-998-2434

Prudential Life Insurance
800-778-3827

Social Security Administration
800-772-1213

TIAA
844-NYU-TIAA
(844-698-8422)

UnitedHealthcare Value and Advantage Plans
866-633-2474

Via Benefits
(1-833-414-1453)

Discover Via Benefits
(1-855-803-2540)

VSP Access Plan (Vision Discount Plan)
800-877-7195