

To ensure a smooth transition from Active to Retiree status, it is recommended that you begin planning for your retirement 4 - 6 months, prior to your retirement date.

Retirement Planning

Step 1

*4-6
months
before
retirement*

You are a member of the New York City Employees' Retirement System (NYCERS). Ask yourself:

- Am I eligible to retire? How do I decide on my retirement date?
- Am I eligible to continue my health insurance coverage, vision, and dental benefits as a retiree?
- For those 65 or older, must I apply for Medicare Parts A and/or B?
- What are my distribution options for my TDA 403(b), DCP 401(k), and/or 457 Plan?

Before you file with NYCERS, you may have some questions. When can I expect to receive my first pension check? How much will it be? What deductions will come out? Can I do direct deposit? Does it benefit me to buy back time now? Please contact NYCERS directly at 347-643-3000, for any questions you may have. Note, if you file online, you will receive a confirmation page at the end of the online process, which you can download and provide to HR. Contact HR to discuss/complete the necessary off-boarding paperwork.

Review other retirement plan options (if applicable)

If you are enrolled in NYC Health + Hospitals' TDA 403(b) Plan, please contact one of our TDA Education Representatives at Empower (formerly Prudential) to discuss your distribution options.

[NYC Health + Hospitals TDA Program: 403\(b\) Plan Login - Empower \(empower-retirement.com\)](http://empower-retirement.com)

If you are a member of the City's DCP 401(k) and/or 457 Plan, for distribution options, please contact DCP Plan Administrators directly.

<http://www1.nyc.gov/site/olr/deferred/dcp/home.page>

- Note, employees have the option of using their lump sum payment to contribute towards their TDA 403(b), 401(k) or 457 retirement plans, subject to annual limits. For more information, please see your HR.

Make Your Decision

Step 2

*3-4
months
before
retirement*

Before you officially submit your Intent to Retire notice to your supervisor and human resources, you must first decide when you want your last day physically at work to be.

- **If you are a Group 11 (Managerial) employee**, your retirement date will be the first day after your last day physically at work/paid. Any leave balances that may be due to you, will be paid in a lump sum. Please review and make sure all of your timesheets have been processed, as any outstanding timesheets could potentially have an impact with Payroll delaying your lump sum payment for any leave balances you may be due.

- **If you are a Group 12 (Union) employee**, you will remain on payroll until you exhaust your Leave balances. Your retirement date will be the first day after your last day paid. Or instead, you can be paid in a lump sum. If you wish to be paid in a lump sum, you must put your request in writing. Your retirement date would then be the first day after your last day work/paid. Please review and make sure all of your timesheets have been processed, as any outstanding timesheets could potentially have an impact/delay with Payroll determining when your last day paid is, so you can make your retirement date the first day after.
- **For Group 12 (Union) employees who choose to remain on payroll exhausting your leave balances**, please do not file your retirement with NYCERS, until you have received your last day paid document from HR.

File Your Retirement Application with NYCERS

Step 3

1-3
months
before
retirement

NYCERS recommends that you file your retirement application online.

NYCERS' Call Center Representatives are available. If you're nearing retirement and need to schedule an appointment, please note you can schedule a phone, video or in-person consultation to speak with a NYCERS Retirement Counselor, by calling 347-643-3000.

Tier 1 and 2 members must file at least 30 days before your retirement date and no more than 90 days before your retirement date. Earlier is better.

Tier 4 and 6 members must file at least 1 day before your retirement date and no more than 90 days before your retirement date. Earlier is better.

- NYCERS website: www.nycers.org
- If you have a MyNYCERS account, please login to your account, and submit your retirement application online.
- If you do not have a MyNYCERS account, first go online and set-up an account, and then submit your retirement application online.
- Or you can download the new NYCERS Mobile App at the App Store or Google Play, and submit your retirement application from your smart phone.
- If you are unable to submit your retirement application online or via phone, you have the option to complete a paper application, sign/date, have notarized, and either place in a secure Drop Box at NYCERS' 340 Jay Street entrance (M - F, 8am - 5pm), or mail directly to NYCERS at 30-30 47th Avenue, 10th Floor, Long Island City, NY 11101.
 - **Tier 1 Application:** <https://www.nycers.org/sites/main/files/file-attachments/511.pdf>
 - **Tiers 2, 4, and 6 Application:** <https://www.nycers.org/sites/main/files/file-attachments/521.pdf>

- NYCERS will not be issuing retirement receipts. However, you will get confirmation that your application for retirement has been submitted online.
- Once you have submitted your retirement application to NYCERS, for any follow-up questions, you must contact NYCERS directly at 347-643-3000 or submit a Service Inquiry Request through your MyNYCERS account.

File Your Benefits Paperwork with OLR

Step 4

1-2
months
before
retirement

You will need to contact HR for your exit processing. Topics may include: health insurance, final paycheck, benefits, lump sum payment for leave balances, financial disclosure, company property, TDA 403(b), DCP 401k/457, IT Notification to cut off access, exit survey, etc.

Submit your health benefits application to OLR

- See OLR's Video link – Transitioning to Retiree Status
<https://www1.nyc.gov/site/olr/health/healthvideos/health-video-transition-seminar-pt1.page>
- Retiree Health Plan Rate Chart
<https://www1.nyc.gov/site/olr/health/summaryofplans/health-ratechart.page>
- Complete a Retiree Health Benefits Application (HBA)
<https://www.nyc.gov/assets/olr/downloads/pdf/health/retiree-health-benefits-application.pdf>
- View OLR's website for instructions on submitting your retiree health benefits application at <https://www1.nyc.gov/site/olr/health/active/health-active-forms-and-downloads.page>, and submit your application, along with any supporting documentation (marriage certificate, birth certificate, Medicare Parts A and B Card) directly to <https://nyemployeebenefits.leapfile.net>
- Any questions regarding the application, please email OLR directly at HealthBenefits@olr.nyc.gov or contact OLR's Call Center at 212-513-0470, 10am – 4pm.
- Please ensure that your documents are uploaded to OLR's secure file upload at <https://nyemployeebenefits.leapfile.net>. In addition, you can mail or fax your documents:

NYC Health Benefits Program
22 Cortlandt Street, 12th Floor
New York, New York 10007

Phone: 212-513-0470
Fax: 212-306-7373

- It is important to note that prior to uploading your Health Benefits Application, you must have your local HR Representative complete and certify Section I.

Apply for Medicare Parts A and/or B, if applicable

Step 5

Social Security/Medicare Parts A and/or B

- **If you are age 65 or older**, you may be eligible for Medicare Parts A & B, and must contact your local Social Security Administration Office to apply for Medicare Parts A and/or B, as your primary insurance. Your health care plan with the City of New York, Health Benefits Program becomes your secondary coverage. Before you contact Social Security, have your local HR complete a Request for Employment Information form on your behalf: tinyurl.com/MedicareAB, which you will need to submit to Social Security, when applying for Medicare Parts A and/or B.
- Please see below video guide for Medicare Eligible Employees enrolling in NYC Health Benefits and Checklist for Medicare Employees enrolling in Retiree Health Benefits:
 - [Video Guide for Medicare Eligible Employee Enrolling in Retiree Health Benefits](#)
 - [Checklist for Medicare Employees Enrolling in Retiree Health Benefits](#)
- It is important to note that if you are enrolled in EmblemHealth (HIP) as an Active employee, please contact your local HR or HRRetirementServices@nychhc.org, for a special EmblemHealth (HIP-VIP) application, as you will also need to complete the application, in addition to the Health Benefits Application (HBA). A copy of the HIP-VIP application and the HBA should be submitted directly to both OLR and EmblemHealth. In addition, a copy of your Medicare card or Award letter, which includes your Medicare Beneficiary Identifiers (MBI) number, and effective dates for Medicare Parts A and B, must be submitted.

Union/Welfare Fund Benefits

Step 6

If you are a **Group 11 (Managerial) employee**, please note Central Office HR will provide information to the Management Benefits Fund (MBF), letting them know you are retiring, and to continue your dental, vision, etc., as a Retiree.

If you are a **Group 12 (Union) employee**, you must contact your Union directly regarding what you will need to do in order to continue your union benefits (dental, vision, etc.).

For any questions related to retirement, please contact HR Retirement Services at (646) 694-6554 or HRRetirementServices@nychhc.org

Congratulations! You are officially retired. Enjoy!

Step 7

After many years of service to NYC Health + Hospitals, work doesn't end here. Your new job is to ensure that you enjoy being retired, with flexible hours and relaxation. Again, **congratulations!**

KEY INFORMATION / USEFUL RESOURCES

Standard HR forms you may be required to complete:

- Lump Sum Payment
- Company Property Form
- Exit Survey

New York City Employees' Retirement System (NYCERS) www.nycers.org

NYC Health + Hospitals' Tax Deferred Arrangement (TDA 403b Plan)

[NYC Health + Hospitals TDA Program: 403\(b\) Plan Login - Empower \(empower-retirement.com\)](http://www1.nyc.gov/site/olr/deferred/dcphome.page)

NYC Deferred Compensation Plans (DCP 401k/457)

<http://www1.nyc.gov/site/olr/deferred/dcphome.page>

Social Security/Medicare www.ssa.gov

NYC Office of Labor Relations (OLR) - www.nyc.gov/olr

- Videos Transitioning from Employee to Retiree Status (Non- Medicare & Medicare)
<http://www1.nyc.gov/site/olr/health/health-videos.page>
- Health Benefits Application
<https://www.nyc.gov/assets/olr/downloads/pdf/health/retiree-health-benefits-application.pdf>

- Additional Retiree resources:
<https://www1.nyc.gov/site/olr/health/retiree/health-retiree-responsibilities-assistance.page>
- Responsibilities & Health Benefits Assistance
- Health Benefits Forms and Downloads
- Choosing a Health Plan
- Change in Status
- Effective Dates of Coverage
- Medicare Part B & IRMAA
- Coverage for Medicare-Eligible Retirees
- Contact the Health Benefits Program