



What You Should Know About Retiring and Pension!

Pension

- ✓ All retirement dates are the 1st of the month.
 - **Note:** You cannot work after the last day of the month prior to your retirement date.
 - **Example:** If your retirement date is June 1st, you cannot work after May 31st.
- ✓ If you change your mind about retiring; you **MUST** rescind your retirement request prior to receiving your first pension check.
 - **Note:** Once you return to work as an active employee your pay may be delayed.
- ✓ Pension checks are disbursed at the end of the month.
 - **Example:** Your retirement date is June 1st, you will receive your pension check the end of June. That pension check will be for the month of June.
- ✓ Your unused sick leave will automatically be added to your pension after your retirement date.
- ✓ Payments listed on the estimates are your gross amounts, before any health insurance premiums or taxes are deducted.
- ✓ If you select a survivor pension option, you must submit a copy of the survivor's ID or birth certificate.
- ✓ You **CANNOT** change your Option or Survivor after your first retirement check.

Health Insurance

- ✓ There is a benefits transition period when you first retire. The benefits transition period is from active benefits-to-retired benefits.
- ✓ During the benefit transition period your coverage will not lapse.
 - We recommend you waiting until you receive your new retirement insurance cards, before making any medical appointments.
 - Waiting to receive your new retirement insurance cards will ensure that your medical claims are processed accurately.
 - **However, if you already have a medical appointment scheduled or have a medical emergency, please seek medical attention accordingly.**
 - Please contact the Benefits Department directly if you experience any issues with your medical eligibility and/or claims processing.
- ✓ When you turn 65, your health insurance will automatically turn into a supplemental plan to your Medicare plan, you will not need any additional insurance if you are enrolled in our plan.
- ✓ The HMO plan is only available for residents in the Maryland, District of Columbia (DC), and Virginia area. If you live or move outside of those areas, you must enroll in the PPO plan.
- ✓ You have 60 days after your retirement date to enroll in your health insurance via ADP (you must log into a computer or laptop; enrollment cannot be done on an iPhone or Smartphone). The ADP website is <http://my.adp.com>.
- ✓ You will be notified from the Benefits Department and/or ADP when your benefit event has opened in ADP.
- ✓ You must provide supporting documentation. Documentation must be emailed to the MTABenefits@mdot.maryland.gov:

Supporting documentation:

- SPOUSE- Certified Marriage Certificate and Social Security Card
- CHILDREN - Birth Certificate and Social Security Card

Medicare

- ✓ The MTA reimburses you for your Medicare B premium.
 - In order to receive the Medicare B reimbursement, you must submit a copy of the following:
 - Award letter from Social Security showing the amount of your Part B premium
 - Your card showing the start date of your Part B coverage
- ✓ The Medicare B reimbursement cannot be retroactive. The Medicare B credit starts on the month we receive both documents.
- ✓ If your Medicare B premium increases, you must provide the Benefits Department an updated award letter showing the new amount.
 - **Note:** The increased credit will become effective from the month we receive the document.
- ✓ Once you are eligible for Medicare, contact Medicare directly at 1-800-633-4227.
 - **Note:** The MTA Benefits department will refer all Medicare inquiries to Social Security Administration.

Contact Information

MTA Benefits: 410-767-3680

MTA Payroll: 410-767-3717