

RETIREE CHECKLIST 2024

Upon deciding that you want to retire, you will need to:

- √ Set a retirement date/last day of employment.
- √ Notify your department of your intention to retire, in writing, within the required notice period. (Dartmouth requires 1 pay periods' worth of notice for non-Faculty positions).
- √ Your department should submit a Payroll Authorization to the Finance Center, to process your retirement. This form should be completed at least one month prior to retiring to allow sufficient time for payroll processing.

Beginning within 2-3 months of your retirement:

- √ If you qualify as a Dartmouth College retiree, contact the Benefits Office within 2-3 months of your retirement date to learn about your eligibility and options to enroll in the Dartmouth College retiree health insurance plan, and to receive a temporary retiree ID card.
- √ Contact all sources of retirement income for payment or rollover information if you are wanting to begin drawing payments upon your retirement. This would include but is not limited to:
 - TIAA or Fidelity if you have a Defined Contribution 401(a), or Defined Contribution 403(b) through Dartmouth.
 - TIAA or Fidelity if you have a 457(b) Deferred Compensation plan or SRA through Dartmouth.
 - If you have a 457(b) plan through Dartmouth, you must make a distribution election within **90 days** of your separation date. Contact your 457(b) carrier prior to your retirement date to make an election.
 - Prior employers or carriers you may have other retirement or pension plans through.
 - The Benefits Office if you have an old Staff & Union Defined Benefit pension plan.

If you are a patient of One Medical:

- You can continue to see the same provider if you are enrolled in Medicare as your primary health insurance or a Cigna health plan through Dartmouth College.
- If you are on the DCMS plan you will pay according to your DCMS out of pocket maximums.
- If you are under age 65 and are not planning to enroll in the Dartmouth Retiree Health plan, you will not have the option to continue being a patient at One Medical. Contact your One Medical provider to arrange for your health records to be transferred to your new health provider.

Dartmouth College Qualifying Retirees who are Medicare eligible:

- √ Contact Social Security within **3 months** prior to your retirement date to *enroll in Medicare Part B (and Part A if you are not already enrolled). If you are a Dartmouth retiree you will need to establish your Medicare coverage (both Part A and Part B) effective the first of the month following your last day of employment, to coincide with your **Dartmouth College Medicare Supplement (DCMS) plan**. Social Security will notify you directly regarding the rate you will pay to them for your Medicare Part B coverage.
- √ **If you are enrolling in the DCMS plan upon retiring, you must provide a copy of your new Medicare ID card, showing your Part B effective date to the Benefits Office within 45 days prior to your retirement.** If you do not provide a copy of the Medicare card showing both Part A and B, your coverage will end on the last day of the month you retire and will remain inactive until you have your Medicare card.
- √ If you are enrolling in the DCMS plan, **do not enroll in separate Medicare Part D plan**. The DCMS plan includes Medicare Part D Prescription drug coverage for which Dartmouth will enroll you.
- √ If you are eligible for TriCare, VA or other Military benefits, check with those offices to see how their plan may coordinate with your Dartmouth College coverage.

Before you leave:

- √ If you receive a paper paycheck contact Payroll or sign into Employee Self Service (ESS) to change your address if you want your final paystub to be mailed directly to you after your retirement.
- √ Let Human Resources know if you want a retiree ID card so once can be processed for you. You can have the card mailed to the address we have on file, or pick it up at the DartCard office at McNutt.

Important: In the event you are reemployed into a benefits-eligible position (and your break in benefits-eligible service was more than one year), you will be considered a “new employee” and will forfeit your retiree health subsidy from Dartmouth when you retire again. New employees will have access to retiree health insurance plans at the Dartmouth group rate once they satisfy the eligibility period but will be responsible for the full premium cost. Breaks in benefits-eligible service of one year or less will not affect retiree eligibility.

If you are reemployed into a temporary position, you can work full or part-time for less than 9 consecutive months. Upon reaching 9 months, the position would be reviewed for reclassification as a regular position. If the position is reclassified as regular and you have been working an average of 20 hours a week or more, you will be considered a “new employee” for benefits purposes. New employees have access to retiree health insurance plans at the Dartmouth group rate once they satisfy the eligibility period but are responsible for the full premium cost.

After Separating from the College:

- If you are a Dartmouth retiree your name and retirement date will be forwarded to Conferences and Special Events unless you request otherwise, to be printed on the Program that is handed out at Commencement. You will receive a letter from C&SE prior to Commencement notifying you of the information that will be included in the program.
- If you move, please notify the Benefits Office of your new address, both mailing (if P.O. Box) and residence.

Benefits transitions:

- **Health:** Dartmouth administers the Retiree Health plans and will bill you directly if you owe a balance for retiree health coverage, for either you or any covered dependents. If you elect retiree health insurance coverage that is different than your active employee coverage, you will receive a new Cigna ID card after you have retired.
- **Subsidy:** The Dartmouth College Retiree Health Subsidy is a percentage of the cost of the Dartmouth retiree's health premium and is applied toward retiree only premiums. If a premium is owed after a retiree health subsidy is applied, you will be billed directly through the Dartmouth College Accounts Receivable office.
- **Dental:** Dental insurance ends the last day of the month you are retiring. The Dartmouth *COBRA manager, Sentinel Benefits, will contact you after you retire to give you the opportunity to continue your coverage on the Dartmouth group dental plan, for up to 18 months. If you currently have dental insurance coverage and are a NH resident, you will also receive an offer to continue your dental plan through Delta Dental directly.
- **FSA:** Sentinel Benefits will contact you after you retire to give you the opportunity to extend the end date of your HCFSA plan. If you do not wish to extend the end date of your plan, your last day of coverage will be the last day of the month you are retiring. You will have until March of the following year to submit claims for services received while you were an active member of the plan. If you elect to continue your coverage upon retiring, you will pay your monthly HCFSA contributions directly to Sentinel Benefits.
- **Lincoln Financial:** Your term life insurance policy through Dartmouth will end the last day of the month you retire. Lincoln Financial will contact you after you retire to give you the opportunity to continue a life insurance policy with them directly. If you are interested in continuing your life insurance and would like to speak to a Lincoln Financial representative prior to your departure, contact them directly.
- **Retirement:** Contact your retirement carrier directly for information about setting up retirement income or access your retirement funds upon your departure.

Individual counseling sessions with Fidelity or TIAA representatives are available.

• To schedule a session with a Fidelity representative, please click on this link: <http://getguidance.fidelity.com> or call 800-642-7131.

• To schedule a session with a TIAA representative, please click on this link: <http://www.tiaa.org/schedulenow> or call 800-732-8353

• **Old Pension** If you participate (or have a balance) in Dartmouth's old Staff and Union Pension Plan (the Defined Benefit plan) you will receive an estimated balance of your account when you meet with the Benefits Office, and instructions to set up payments.

*COBRA = Consolidated Omnibus Budget Reconciliation Act – continued coverage for up to 18 months.