



Current Employees Approaching Retirement



There are many resources available for employees wanting to learn more about continuing their benefits when they retire. If you cannot find the information you are looking for here, or on our website, please contact a SEGIP retirement specialist.

[Continuing insurance upon retirement \(pdf\)](#)

Five years from retirement

There are many things you can do to start preparing for your retirement.

Step 1: Determine your eligibility

- The best way to determine your eligibility for retirement is to talk to your Human Resources staff, or SEGIP.
- You can find your Human Resources contact in [employee self-service](#). Select, "Need Assistance?" from the main menu and then select "Employee Contacts".

Step 2: Learn about your benefits after retirement

- The two-day [State Retirement Seminar](#) is a great place to start. These seminars are geared for employees who are planning to retire within the next five years.
- Start gathering information about what retiree benefits are available. Print the [Continuation of Insurance upon Retirement Chart](#) for a quick and easy reference.
- Learn more about Medicare and how turning 65 will affect your retirement benefits. Retirement specialists are available to help guide you.

[Insurance Contacts](#)

Within 6 months

Your retirement is on the horizon. Now is a good time to think about your retirement date.

After you have determined your retirement date, you may:

- Contact MSRS or your pension plan administrator to review your options.
- Start a conversation with your Human Resources about your retirement.
- If you or a spouse are approaching age 65, contact a SEGIP retirement specialist to learn about Medicare A&B options
- Contact the Social Security Administration for information regarding your social security retirement benefits.

[Retirement Contacts](#)

Within 60 days

Time to take action. **It is important that you complete and submit your paperwork 30-60 days prior to your retirement to continue your coverages.**

This is a list of common forms:

- [Qualified Status Change](#)
- Post Retirement Optional Life Employee:
 - [Age 64 and under](#)
 - [Age 65 and older](#)
- [Post Retirement Optional Life Spouse](#)

To change your medical and dental plan administrators when you retire: complete and include an Application to Change Insurance Coverage with your Request for Continuation of Coverage upon Retirement.

You can find these forms on the [Find a Form](#) page. After signing the form(s) it is recommended that you make a copy for yourself. Prior to your deadline, return your original completed form(s) to your Human Resources Representative and they will forward to SEGIP.

Deadlines

Retirement paperwork may be submitted no later than 30 days after your retirement date. It is not advisable to submit continuation forms after your retirement date. There can be critical impacts on Senior Plan enrollments and may cause a delay in claims processing.

Within 30 days

Within 30 days of your retirement date, you should have most things in order. Here are a few more things to consider.

Update your life insurance beneficiary by visiting the [Life Benefits website](#). Other services available from this site are:

- legacy planning
- will preparation
- information about financial consultations following a claim

[Manage Your Beneficiary](#)

[Beneficiary Instructions for Online \(PDF\)](#)