6+ months prior to your retirement date

_____ Confirm your retirement date eligibility with Benefits

_____ Schedule an appointment with Vanguard, TIAA and/or Fidelity. Contact information can be found at: http://hr.harvard.edu/retirement-education-planning-resources

_____ If you are eligible for a benefit under the prior pension plan, you should contact the Harvard University Retirement Center (HURC) 1-800-527-1398, to request a pension calculation

_____ Consider attending a retirement seminar offered by the University or one of the financial vendors, information posted on http://hr.harvard.edu

_____ Make sure beneficiary designations are up-to-date with Harvard and Investment Vendors

Did you know?

_____ The standard Medicare Part B premiums are based on a 2-year look back of your income? If your modified adjusted gross income as reported on your IRS tax return from 2 years ago is above a certain amount, you may pay more, a ‘high income surcharge’.

_____ OptumRx is a Medicare Part D plan, and is included as part of the Harvard University senior medical plan design and monthly premium. If you are subject to a Medicare B high income surcharge, you would also be subject to paying an additional surcharge for Medicare Part D.

Visit this link to see if you would be subject to the high income surcharge and what that cost would be. www.medicare.gov/your-medicare-costs/costs-at-a-glance/costs-at-glance.html

_____ Minimum Required Distributions or MRD’s are mandatory. These are minimum yearly withdrawals that generally must be taken from your retirement savings starting in the year you turn 70½ if you are retired. While there is a minimum amount you are required to withdraw in order to avoid severe penalties, you can always take more than the MRD amount. Contact the Harvard University Retirement Center, 800-527-1398 to learn more.

3 months prior to your retirement date

_____ Schedule a meeting with a Benefits Consultant, phone: 617-496-4001 or email: benefits@harvard.edu

_____ Notify your department and local HR of your retirement date
**Medical, Dental and Life Insurance**

- Review Retiree medical, dental, and life insurance materials and consider plan options – information on [http://hr.harvard.edu](http://hr.harvard.edu)
- If you, a spouse/registered domestic partner (DP), or any dependents are **under age 65**, consider whether you would like to continue enrollment in your current plan, or change plans to suit any potential life changes
- If you, a spouse or registered Domestic Partner (DP) are **age 65 or over**, **enroll in Medicare parts A and B**, if you have not already started the enrollment process (this could take up to 6 weeks).
  - Consider one of the three Harvard University senior plans for individuals age 65 or older Medical Plan
  - Gather dependent documentation for covered dependents not already verified (i.e. marriage and/or birth certificates). Your benefits consultant can confirm verifications in place.
  - Bring completed “Request for Employment Information” form to local Social Security office along with your Medicare A&B application which you will obtain from your benefits consultant
- Consider whether or not you would like to continue enrollment in Dental and Supplemental Life Insurance, if currently enrolled

**Various Benefits / Perks**

- Confirm FSA balance and review expenses you may have incurred but not submitted for reimbursement
- Gather beneficiary information (name, date of birth, SSN, address) for:
  - Life Insurance
  - Pension Plan
  - TDA Plan
- Contact Commuter Choice (617-384-7433) to discuss the timing of cancelling any existing orders for T-Passes, Commuter Rail Passes, or Parking services
- Review paycheck for miscellaneous deductions: auto and/or home insurance; contact the vendors to establish a new payment method. See [http://www.crimsonpersonalplans.com/](http://www.crimsonpersonalplans.com/) for vendor contact information.
- Review your personal checking account for any Harvard-sponsored benefits (i.e. Long Term Care with Genworth or the supplemental Long Term Disability benefit with Income & Benefit Solutions, LLC)
1 month prior to your retirement date

Medical*, Dental, and Life Insurance

____ Ensure your Benefits Consultant has your completed:


____ Medical Enrollment form(s), if over age 65.

____ Copy of Medicare card(s) for you and/or a spouse or registered Domestic Partner, showing the effective date for your Medicare Parts A and B coverage.

____ Dependent documentation (i.e. marriage and/or birth certificates)

**IMPORTANT - if you or your spouse are age 65 or older and are enrolling in one of the Harvard senior plans, it may take up to 3 weeks to receive your new prescription drug ID card. Please take necessary steps to ensure you have enough of your current prescriptions for this time period.**

*If you are moving from an active to senior medical plan, notify your doctor’s office(s) and pharmacists that your plan ID information will be changing. Once new cards are received, promptly send them the information to avoid future billing issues.

**Important: You will receive COBRA notification 1-2 weeks following your Retirement date. Unless you would like to utilize COBRA coverage for any reason, you do not need to take action. This is a required notification, and it does not take into consideration your enrollment in Harvard University Retiree Medical.**

Various Benefits / Perks

____ Contact your department manager and local HR to inquire about your vacation balance and finalize any unused vacation option,

- Use vacation before retirement
- Take a lump sum cash payment of unused vacation
- Rollover your unused vacation to your TDA (not exceeding the annual IRS limits)