



NJ Public Employees Retirement System (PERS) Retirement Checklist

This TCNJ - New Jersey Public Employees' Retirement System Checklist, is designed to assist you with important timelines, required forms and detailed information, while planning for your retirement. Please take a moment to carefully review.

Approximately 12 Months Prior To Retirement:

- Read [Retirement Checklist Fact Sheet](#) for details on how to apply.
- Use the [Guide to Retirement](#) link to learn more about eligibility requirements, survivor benefits, completing a retirement estimate and so much more.

Please note, retirement estimates can be heard over the phone by calling the NJ Division of Pensions and Benefits at (609) 292-7524. You must have your membership number and social security number available.

- When making the decision regarding pension options, use the following link for details [Explanation of Pension Options](#).
- (*Optional*) - To confirm your pension service credit, a written letter, requesting a pension audit, can be mailed directly to, NJ Division of Pensions and Benefits, Audit Unit, P. O. Box 295, Trenton, NJ 08625-0295 **or** a copy may be sent to human resources for forwarding to the division on your behalf. The letter should include your first and last name, last four digits of your social security number, date of birth, your estimated date of retirement.
- Information regarding purchasing service credit for retirement and health benefit purposes, use the following link; [Purchasing of Service Credit](#)

4 - 6 Months Prior To Retirement:

- Notify your department of your intent to retire by submitting a letter **and/or** by completing the [Retirement/Resignation Notice Form](#). **Provide a copy to your manager, and a copy to the Office of Human Resources.**
- A retirement application must be submitted online through [MBOS \(Member Benefit Online System\)](#) to the NJ Division of Pensions and Benefits.
- The retirement date must be effective the first of the month. (**Your termination date is typically the day prior to the retirement date**). Applications cannot be filed more than one year in advance. Please be sure to print a completed copy of the retirement application for your records.

You will receive a letter from the NJ Division of Pensions and Benefits acknowledging receipt of your application.

Shortly after your application is filed, the NJ Division of Pensions and Benefits will send an email notification to the Office of Human Resources, requesting the completion of the Certification of Service and Final Salary. This information will be completed and submitted timely.

If you are a participant of the NJ State Employees Deferred Compensation Plan, contact Robert Rooyakkers (732) 587-8331- robert.rooyakers@prudential.com, to discuss your investments and distribution options.

If you are a participant in the NJ ACTS Program, use this link [ABP-ACTS-NJ-Deferred-Compensation-TCNJ-Representatives](#) for a list of designated service providers to discuss your investments and distribution options.

Approximately 3 Months Prior to Retirement:

If you are planning to apply for Social Security Benefits, contact your local Social Security Administration Office or call 1 (800) 772-1213 or [Information You Need When Applying for Social Security Benefits](#)

Anyone 65 or older, including your spouse, civil union/same-sex domestic partner or collecting SSI for 24 months, must enroll in Medicare Part A and Part B to maintain coverage in the NJ State Health Benefits Program (NJSHBP).

The NJ Division of Pensions and Benefits, State Health Benefits Program will send a letter detailing your eligibility and any required information for the continuation of benefits. *Please read carefully.*

As part of the Medicare enrollment process, you will be required to enroll and provide proof of Medicare B. Use the following links [Medicare Part B Employee Request Form](#) and [Medicare Part B Employer Request Form](#), to download the forms needed to apply. We suggest that you submit the employer request form to the Office of Human Resources prior to your appointment with SSA at least 5 business days for completion.

When you receive your Medicare card, showing the effective dates of A and B, a copy of the card can be submitted to the Office of Human Resources for forwarding to NJSHBP on your behalf **or** it can be mailed directly to Division of Pensions and Benefits, NJSHBP P O Box 295, Trenton NJ 08625-0295.

Your NJSHBP Benefits and Medicare Resource Links Below:

[Retired State Health Benefits Program](#)

[Enrolling in Health Benefits Coverage When You Retire](#)

[Health Benefit Programs and Medicare Parts A & B](#)

[NJSHBP Medicare Advantage Plans](#)

[Retiree Dental Plans](#)

[Cancel/Decline/Waive Retired Coverage Application](#) - *(Use to cancel/decline or waive coverage)*

[Non-Medicare Retired Coverage Enrollment Application](#) - *(Use for plan or level coverage changes)*

[Medicare Eligible Retired Coverage Enrollment Application](#) *(Use for plan or level coverage changes)*

[Retiree Dental Application](#) *(Use for plan or level coverage changes only)*

Eligibility of Medical, Prescription and Dental Coverage in Retirement

*The prescription drug coverage is included with retired group medical plan. Use links below:

[Prescription Drug Plans Member Guidebook](#)

[Prescription Drug Plan Copayments](#)

[OptumRx – NJSHBP Prescription Drug Benefit Administrator](#)

*Employees who attained 25 years of pension credit between July 1, 1997 and June 30, 2007, are eligible for state paid benefits. Use this link [Health Benefit Coverage](#) for details.

*Employees who attained 25 years of pension credit *after* June 30, 2007 and *before* June 28, 2011, are eligible to enroll in the [NJ Retiree Wellness Program](#) and *wave* 1.5 % towards health contributions. Use links below for details.

[NJ Retiree Wellness Program](#)

[Health Benefit Coverage](#)

*Employees who attained **20 or more years of pension credit** *on and before June 28, 2011* and **retire** with **25 or more years of credited pension service** will pay 1.5% towards health contributions. Use this link [Health Benefit Coverage](#) for details.

*Employees who attained **20 years of pension credit** *after June 28, 2011*, and **retire** with at least **25 years of service credit**, will pay health contributions, based on the applicable percentage of premium as determined by your annual retirement allowance. Use links below to calculate cost.

[Health Benefits Contribution Percentage of Premiums for Retirees Chart](#)
[State Retiree Medical and Dental Rates](#)

*Employees who have **not attained 25 years of pension credit** must pay the full cost. Use links below for details.

[Health Benefit Coverage](#)
[State Retiree Medical and Dental Rates](#)

*Retirees **pay the full group cost** to continue **dental coverage**. (*Full Time Employees Only*) Use this link [State Retiree Medical and Dental Rates](#) or details.

*Employees who participate in part-time health coverage, use this link [Part-Time Health Coverage](#) for details.

Important Information You Need To Know:

- You can track the progress of your retirement through [MBOS \(Member Benefit Online System\)](#).
- Your retirement application request must be presented to Pension Board of Trustees for a final determination.
- You will receive a *Quotation of Retirement Benefits* letter from the NJ Division of Pensions and Benefits that will indicate your gross monthly retirement allowance, retirement option selected, any outstanding loan balance, (arrears) purchase balance and/or shortages.
- A final determination letter will be mailed to you and the Office of Human Resources.

Approximately 1 Month Prior To Retirement:

Contact Prudential at 1-855-364-7783, if you wish to purchase a conversion of group life insurance policy. You have a one-time option to do so prior to the 31st day after you cease employment. After that date, you will not be eligible to purchase a conversion policy.

For details on purchasing a conversion policy, use the following link: [Conversion of Life Insurance](#)

Retirement:

- Your first retirement check will be dated no earlier than the first of the month following your retirement date **or** 30 days after approval by the Board of Trustees, whichever is later.
- New health, prescription and dental cards will be mailed to you directly from the carrier.
- You will receive tax withholding forms for federal and state. Read information regarding [Taxation of Benefits](#)
- [Authorization for Direct Deposit \(EFT\)](#) (*Mandatory as of July 1, 2011*)
- Details regarding [Retirement Check Information](#)
- Learn more about [Employment after Retirement Restrictions](#)

Additional Information:

Contact the [NJDPB \(New Jersey Division of Pensions and Benefits\)](#)

Visit the Social Security Administration @ [SSA.GOV](#) or call **1-800-772-1213**

Feel free to contact Cyndi Bishop-Lyons, Human Resources via email- lyonsc@tcnj.edu to ask questions/or to schedule an appointment.

NOTE: The time frames used in this checklist are for a general reference, as processing times with the state, federal government and designated service providers may vary. It is important to provide all necessary forms and required information in a timely manner to avoid processing delays. All retirement eligibility benefits are subject to a final auditing process performed by the NJ Division of Pensions and Benefits. General information referenced such as websites, telephone numbers, etc. are subject to change.