

# Destination Retirement

University Employees

## Missouri State Employees' Retirement System *Pension Benefits*

To receive benefits, you must complete the two-step retirement process and make important decisions related to the forms below. Apply online at [myMOSERS](#) or request a personalized *Retirement Application* from a MOSERS benefit counselor.

### STEP 1 – Retirement Application and Benefit Payment Details

- Retirement Application* – Choose your retirement date and provide information about yourself (and spouse, if applicable).
- Direct Deposit Authorization* – Authorize the electronic transfer of your monthly benefit payment.
- Substitute W-4P* – Withhold taxes from your retirement benefit.

### Benefit Considerations (optional)

- Designation of Agent* – Designate someone to manage your MOSERS benefits in case you become incapacitated.
- Authorization to Release Information* – Authorize the release of specific information to another person or organization.

### STEP 2 – Retirement Elections

- Retirement Election Form* – Make specific choices regarding your retirement plan (if eligible for more than one), BackDROP\* (if eligible), and payment options (required).
- BackDROP Distribution Form\** – Decide, if taking BackDROP, if you want your payment in cash, as a rollover, or as a combination.

\* *BackDROP is available only to eligible employees in the MSEP & MSEP 2000.*

## Retirement Itinerary *Places to Go & Things to Do*

The key to successfully navigating the retirement process is knowing what to do and where to start. Begin by contacting your employer's human resources office. There may be certain actions you need to take regarding termination and you may need their assistance in completing some of the required forms. Next, understand which state and federal benefits are part of your total compensation package, who administers each benefit, and which administrators you'll need to stop and visit along the way. Use this "retirement itinerary" as a checklist of places to go and things to do.



PO Box 209 • Jefferson City, MO 65102  
(573) 632-6100 • (800) 827-1063

[www.mosers.org](http://www.mosers.org)

Visit the office at  
907 Wildwood Drive  
Monday – Friday

8:00 a.m. – 12 p.m. • 1:00 p.m. – 4:30 p.m.

## MO Deferred Comp Plan

### *The State of Missouri's Premier Retirement Savings Plan*

Roll your BackDROP lump-sum payment and/or contribute your accrued annual leave payment to the MO Deferred Comp Plan at retirement by submitting the forms listed below. You can keep money in this account throughout retirement.

#### Supplemental Retirement Savings

- Accrued Vacation and Other Leave Deferral Change* – Submit to payroll department prior to the 1st of the month in which you are retiring to roll all, or part of, your accrued annual leave payment to your deferred comp account (optional).
- BackDROP Distribution Form\** – Choose the rollover option during Step 2 of the MOSERS retirement process to roll all, or part of, your BackDROP distribution payment into your deferred comp account (if eligible).

\* *BackDROP is available only to eligible employees in the MSEP & MSEP 2000.*

#### Accessing Your Money

- Contact MO Deferred Comp to begin withdrawing your funds. Please note, the IRS Required Minimum Distribution (RMD) rules mandate that you begin taking distributions from deferred comp in the calendar year in which you reach age 72, if you are no longer employed by the state.



Retirement Savings, Simplified

3349 American Avenue, Suite A  
Jefferson City, MO 65109  
(573) 893-1053 • (800) 392-0925

[www.modeferrredcomp.org](http://www.modeferrredcomp.org)

#### Visit our office

Monday – Friday  
8:00 a.m. – 5:00 p.m.

#### Reach us by phone

Monday – Friday  
7:30 a.m. – 8:00 p.m.

## Missouri State Employees' Cafeteria Plan (ASIFlex/Central Bank)

### *Health Care Flexible Spending Account*

You have two options if you enrolled in a healthcare flexible spending account (HCFSA) for the year in which you will be retiring:

1. Prepay your remaining contributions for that year from your final paycheck(s). This will allow you the full year to use the plan, and since the payroll deductions are pre-tax, prepaying for the remainder of the year will allow you the best tax savings; **OR**
2. Stop your coverage under the HCFSA when you retire. If you do not elect to prepay, your contributions will automatically stop, and your coverage will terminate at the end of the month in which your last contribution is made. Any claims you submit must be for services incurred prior to the end of your coverage period.

#### Important Coverage Changes

- MOCafe Change of Election Form* – Authorize a pre-tax lump sum prepayment of your HCFSA contributions or to stop coverage under your HCFSA at your retirement using Section C of this form. Allow time for your payroll representative to make any deduction adjustments on your last paycheck(s).

PO Box 858  
Columbia, MO 65205-0858  
(573) 442-3035 • (800) 659-3035  
Fax: (877) 879-9038

[www.mocafe.com](http://www.mocafe.com)

## Missouri Voluntary Life Insurance Commission (MoVLIC) *McDaniel Hazley Group, Inc. (MHG) • Universal Life Insurance*

You may have purchased this universal life policy in addition to the term life insurance provided by the state through MOSERS.

### Important Coverage Changes

- Call MOVLIC when you are ready to retire to change your status and stop monthly payroll deductions (if applicable).



1100 Main Street, Suite 1850  
Kansas City, MO 64105  
(866) 668-5421 • (866) 891-4149  
[www.mhgmovlic.org](http://www.mhgmovlic.org)

## Social Security Administration *Retirement Benefits and Medicare*

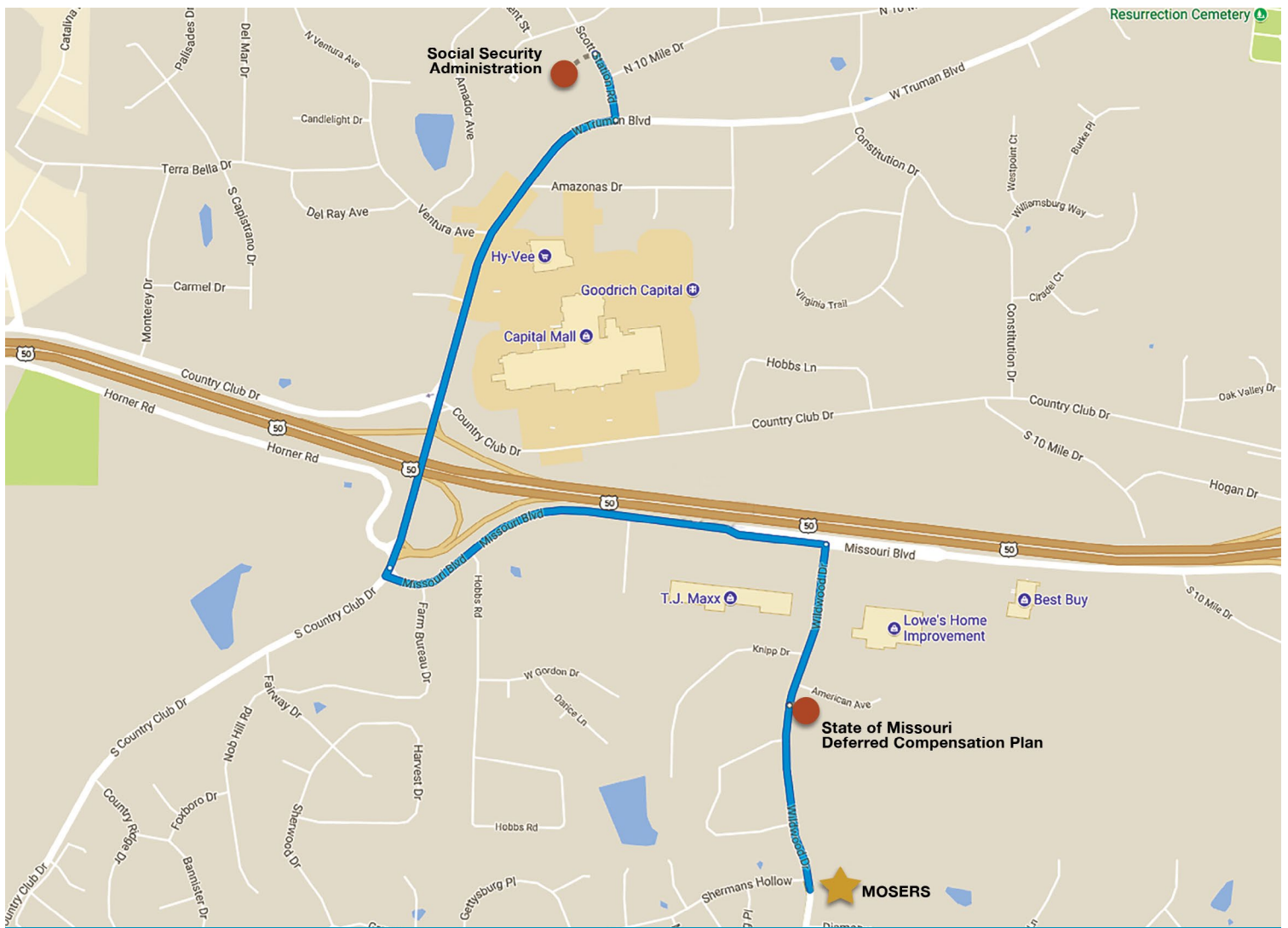
Social Security pays retirement, disability, family and survivors benefits. Medicare helps pay for inpatient hospital care, nursing care, doctors' fees, drugs, and other medical services and supplies for people age 65 and older, as well as for people who have been receiving Social Security disability benefits for two years or more. Find out about the useful services Social Security provides, including setting up a **My Social Security** account by visiting [www.ssa.gov/onlineservices](http://www.ssa.gov/onlineservices).

### Receiving Your Benefits

- Complete the *Social Security Retirement/Medicare Application* online at [www.ssa.gov/retire](http://www.ssa.gov/retire) to easily apply for retirement benefits three months before you want your benefits to begin. Your age determines your benefit amount.
- Enroll for Medicare online three months prior to turning age 65 if you are not already receiving Social Security benefits by that time.



(800) 772-1213  
[www.ssa.gov](http://www.ssa.gov)  
Monday – Friday  
9:00 a.m. – 4:00 p.m.



## How to Get From Here to There

### Benefit Providers in Jefferson City

#### MO Deferred Comp

Phone: (800) 392-0925  
 Mon. – Fri. • 8:00 a.m. - 5:00 p.m.

★ From 907 Wildwood Dr

➡ Turn right onto Wildwood Dr toward Missouri Blvd

➡ Turn right onto American Ave

● 3349 American Ave

#### Social Security Administration\*

Phone: (800) 772-1213  
 Mon. – Fri. • 9:00 a.m. – 4:00 p.m.

★ From 907 Wildwood Dr

➡ Turn right onto Wildwood Dr toward Missouri Blvd

⬅ Turn left onto Missouri Blvd

➡ Turn right onto S. Country Club Dr  
 (S. Country Club Dr. becomes W. Truman Blvd.)

⬅ Turn left onto Scott Station Rd

● 129 Scott Station Rd

\* The [Contact Us](#) link at the bottom of the Social Security website ([www.ssa.gov](http://www.ssa.gov)) will assist you in locating your local Social Security office.