

Destination Retirement

University Employees

Missouri State Employees' Retirement System Pension Benefits

www.mosers.org

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.
- Tax Withholding Authorization and IRS Form-W4P* – Withhold taxes from your retirement benefit. MOSERS staff can not advise you on your taxes or how to fill out tax forms. We suggest you contact the IRS and/or a qualified tax advisor prior to applying for retirement.

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.
- Contribution Beneficiaries*¹ – Designate a beneficiary for your employee contributions. Update at **myMOSERS** or call office to request form.

STEP 2 – Retirement Elections

- Retirement Election Form* – Make specific choices regarding your retirement plan (if eligible for more than one), BackDROP² (if eligible), and benefit payment options (required).
- BackDROP Distribution Form*² – Choose to receive your payment in cash, as a rollover, or as a combination, if taking BackDROP.

¹ MSEP 2011 members only.

² Eligible MSEP & MSEP 2000 members.

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.

Call to Schedule an Appointment
(573) 632-6100 • (800) 827-1063

907 Wildwood Drive
Monday – Friday
8:00 a.m. – 12 p.m. • 1:00 p.m. – 4:30 p.m.

Mailing Address
PO Box 209 • Jefferson City, MO 65102



MO Deferred Comp Plan

The State of Missouri's Premier Retirement Savings Plan

www.modeferrredcomp.org

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

Supplemental Retirement Savings

- Accrued Vacation and Other Leave Deferral Change* – Submit to your payroll department prior to the 1st of the month in which you are retiring to contribute all, or part of, your accrued annual leave payout 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 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 73, 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

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 (HCFA)

www.mocafe.com

You have two options if you enrolled in a HCFA for the year in which you will be retiring:

1. **Prepay your remaining contributions** for that year from your final paycheck(s); this allows you to use the plan for the full year. Pre-tax payroll deductions provide the best tax savings; **OR**
2. **Stop your coverage** when you retire. If you do not elect to prepay, contributions stop, and coverage terminates at the end of the month in which the last contribution is made. **Please note:** expenses must be incurred during your coverage period.

Important Coverage Changes

- MOCafe Change of Election Form* – Use Section C to authorize a pre-tax lump-sum payment or stop coverage at retirement. 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

Social Security Administration

Retirement Benefits and Medicare

www.ssa.gov

Social Security pays retirement, disability, family and survivor 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 how to set up a **My Social Security** account, by visiting www.ssa.gov/onlineservices.

Receiving Your Benefits

- Social Security Retirement Benefits* - File online at www.ssa.gov/retire three months before you want your benefits to begin. Your age affects your benefit amount.
- Medicare Parts A-B* - Visit www.ssa.gov/benefits/medicare to understand enrollment periods and file online. You may file three months prior to turning age 65 if you are not already receiving Social Security benefits by that time.



(800) 772-1213

Monday – Friday
9:00 a.m. – 4:00 p.m.

Missouri Voluntary Life Insurance Contractor (MoVLIC)

McDaniel Hazley Group, Inc. (MHG) • Universal Life Insurance

www.mhgmovlic.org

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).



435 Nichols Rd, Suite 200
Kansas City, MO 64112
(866) 668-5421

Worksite Innovations

Supplemental Insurance

www.worksiteinnovations.com

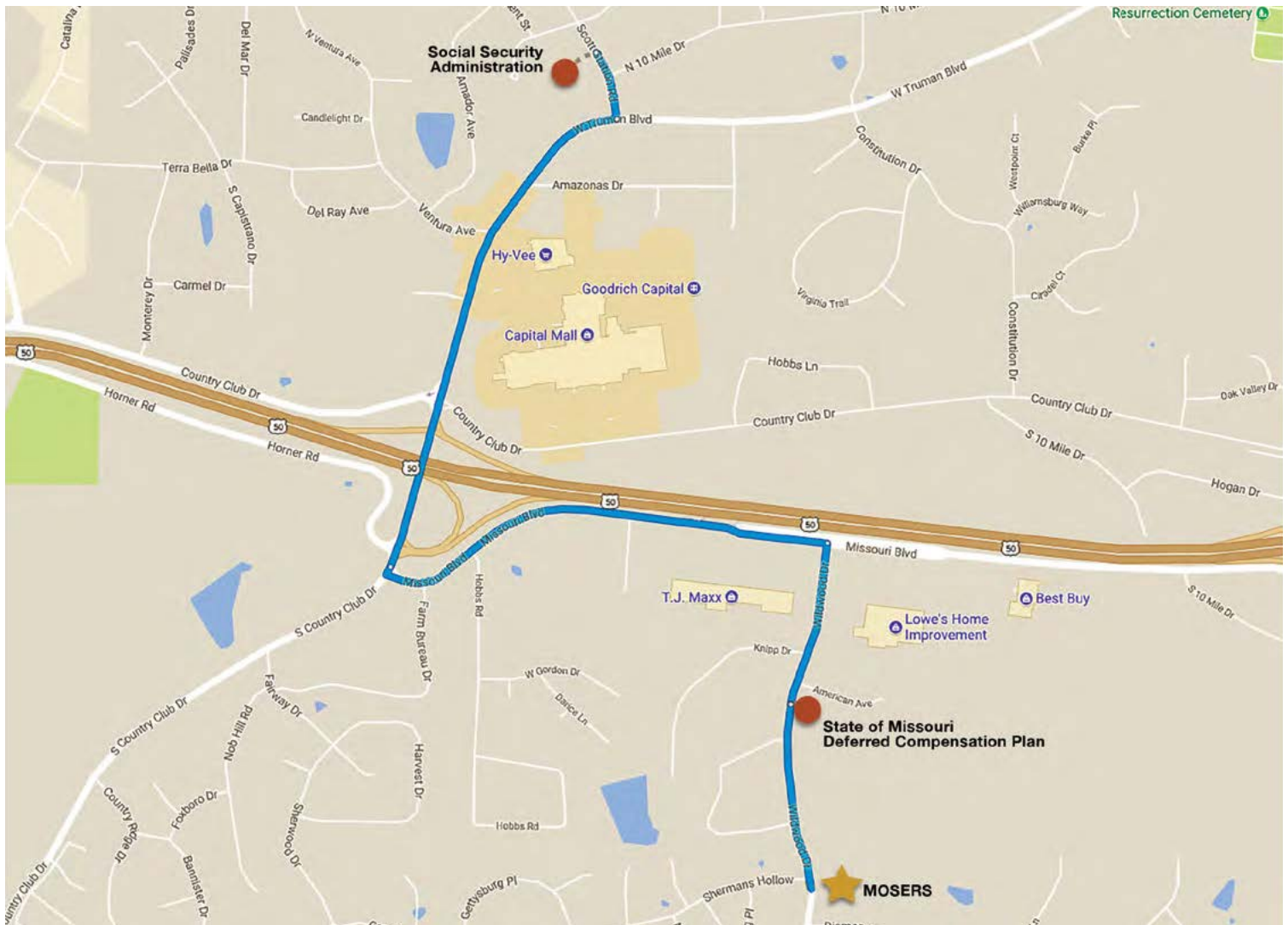
You may have purchased this supplemental insurance through AFLAC, AFLAC Group or Assurity in addition to the term life insurance provided by the state through MOSERS.

Important Coverage Changes

- Call Worksite Innovations when you are ready to retire.



3219 Emerald Lane, Suite 800
Jefferson City, MO 65109
(888) 339-3593



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) will assist you in locating your local Social Security office.