

# Destination Retirement

## Missouri State Employees' Retirement System Pension & Term Life Insurance Benefits

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

### 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 W-4P Form* Withhold taxes from your retirement benefit. MOSERS staff cannot 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.

### Life Insurance Coverage (if applicable)

- ☐ *Designation/Change of Beneficiaries (Basic & Optional Life Insurance)* – Review and update your beneficiaries.
- ☐ *Retain/Change Optional Life Insurance* – Terminate, retain, or decrease your optional life insurance (if applicable).
- ☐ *Retain/Terminate Dependent Child Life Insurance* – Continue coverage for your dependent children (if applicable).
- ☐ Port or convert a portion of your life insurance coverage (if eligible) within 65 days of terminating employment. Contact The Standard at (844) 505-6026 or [CBT@standard.com](mailto:CBT@standard.com) to begin the process.

### 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*<sup>1</sup> – Designate a beneficiary for your employee contributions. Update at **myMOSERS** or call MOSERS to request a form.

### STEP 2 – Retirement Elections

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

<sup>1</sup> MSEP 2011 members only.

<sup>2</sup> 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 or Log in to **myMOSERS** to Schedule an Appointment

907 Wildwood Drive | (573) 632-6100 • (800) 827-1063  
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](http://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.

## Social Security Administration

### Retirement Benefits and Medicare

[www.ssa.gov](http://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](http://www.ssa.gov/onlineservices).

#### Receiving Your Benefits

- ☐ *Social Security Retirement Benefits* - File online at [www.ssa.gov/retire](http://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](http://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.

## Worksite Innovations

### Supplemental Insurance

[www.worksiteinnovations.com](http://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

## Missouri Consolidated Health Care Plan (MCHCP)

### Medical, Dental, and Vision Plans

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

(Employees of the Department of Conservation and universities should contact their employer.)

You may participate in an MCHCP plan at retirement if eligible to receive a monthly retirement benefit from either MOSERS or another retirement system whose members are grandfathered for coverage under the plan by law. Eligible employees may continue or enroll in coverage, transfer to their spouse's MCHCP coverage, or cancel coverage at retirement.

#### Medical, Dental, and Vision Plan Decisions

- ☐ Visit our website or call MCHCP Member Services to learn more about your coverage options in retirement.
- ☐ *Retiree Enrollment Form* - Complete and submit this form within 31 days of your retirement date. If Medicare eligible, submit 60 days prior to your retirement date, along with a copy of your Medicare card. If receiving payment for unused annual leave, Cafeteria Plan participants have the opportunity to prepay current year premiums pre-tax. Complete and submit at least 30 days prior to your retirement date if using the pre-tax option.



PO Box 104355  
Jefferson City, MO 65110-4355  
(573) 751-0771 • (800) 487-0771

**Visit the office**  
832 Weathered Rock Court  
Monday – Friday  
8:00 a.m. – 4:30 p.m.

**Reach us by phone**  
Monday – Friday  
8:30 a.m. – 4:30 p.m.

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

### Health Care Flexible Spending Account (HCFA)

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

## Missouri Voluntary Life Insurance Contractor (MoVLIC)

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

[www.mhgmovlic.org](http://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



## 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

#### Missouri Consolidated Health Care Plan (MCHCP)

Phone: (800) 487-0771  
Mon. - Fri. • 8:00 a.m. - 4:30 p.m.

★ From 907 Wildwood Dr

➡ Turn **left** onto Wildwood Dr toward W Edgewood Dr

➡ Turn left onto W Edgewood Dr

➡ Turn **right** onto MO-179 S (MO-179 becomes Route B)

➡ Turn left onto Lorenzo Greene Dr

➡ Turn left onto Weathered Rock Rd

➡ Turn left onto Weathered Rock Ct

● 832 Weathered Rock Ct

\* 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.