

Q1. If enrolled, when will my extended option pay be paid out?

- A. In most cases, you will receive one regular extended option payment and the remainder will be paid within two pay periods of your retirement date.

Q2. If a balance is available, when will my sick leave/annual leave payout (whichever is greater) be paid?

- A. Employees will be paid out their sick leave balance (or annual leave whichever is greater and depending on union eligibility rules) within 60 days of their retirement date.

Please Note: If sick leave payout is less than \$2,000.00; funds will be direct deposited to the employee's account. If incentive amount is greater than \$2,000.00; funds will be transmitted to our third party administrator (TSAGC).

Q3. How is my health insurance premiums paid?

- A. Your health insurance premiums will be deducted from your retirement pension check as follows:
- 10 month employees will see the first deduction occur on their September 30, 2017 pension check.
 - 11 month employee will see the first deduction occur on their July 31, 2017 pension check.
 - 12 month employees will see the first deduction occur on their July 31, 2017 pension check.

Q4. As a retiree, will I receive a new CareFirst medical card?

- A. Yes, as a retiree you will receive a new ID card that indicates a new group number.
- a. Retiree without Medicare – 5800058-DC20
 - b. Retiree Medicare – 5800057-DC30

Q5. I am Medicare eligible (age 65) when I retire, when do I apply for Medicare Parts A and B and when will my premiums be reduced?

- A. You are currently eligible to apply for Medicare at age 65. Retirees who are eligible for Medicare will automatically be enrolled in the CareFirst Supplemental Plan effective **July 1, 2017**. Your premiums will be adjusted the 1st of the month in which you turn 65.

Q6. Can I continue my health insurance coverage if I move out of the area?

- A. Yes. However, your coverage will change. Upon notifying the Benefits Services of your new address, you will be enrolled in the Out of Area plan. The out of area plan is subject to deductibles, out of pocket maximum and coinsurance. A summary of the Out of Area plan can be found at <http://www1.pgcps.org/benefits/index.aspx?id=153377>.

Q7. I am currently enrolled in family coverage as an active employee. However, my spouse is Medicare eligible and my over age adult dependent child is still covered under my plan. When I retiree does my spouse need to enroll in Medicare Parts A and B?

- A. Yes. You must enroll in Medicare Parts A and B, whenever, you or your spouse is eligible for Medicare. You will be covered under the family plan as a retiree; however, CareFirst will remain primary for you and your overage adult dependent(s). Your Medicare eligible spouse will be covered under Medicare as primary and the CareFirst Supplement Plan as secondary.

Q8. How do I change my address?

- A. For your security, the State Retirement Agency requires that your signature accompany any and all requests to alter or delete your address. You may submit the information by the following means:
- Print Form 77: Retiree Change of Address from this site, then mail it to us.
 - Request your change in writing. Be sure to include the last four digits of your social security number or 11 digit identification number (printed on your advice slip) in your letter.
 - Make changes on your monthly advice statement. Sign and date the statement and mail it to our office address.
 - Contact a Retirement Benefits Specialist and request the appropriate form be sent to your home address.

Q9. How do I change my Direct Deposit?

- A. In order to change your direct deposit you must complete Form 85: Electronic Funds Transfer (Direct Deposit). You will complete Section I and your financial institution will complete Section II. Once the form is completed you must submit it to the State Retirement Agency. It takes approximately 30 to 45 days to update your direct deposit.

Q10. How do I change my federal and/or Maryland State taxes withheld?

- A. You can change your tax withholdings at any time by completing a new Form 766: Federal and Maryland State Tax Withholding Request. Completing a new form 766 will revoke any prior federal and state tax withholding. Please note both sections of the form must be completed to process.

IRS tax regulations require your federal tax withholding to be calculated using IRS tax withholding tables. You must designate your marital status and number of allowances on line 2 of the form. You can also designate an additional amount to be withheld on Part I, line 3 of Form 766. For more information regarding federal taxes please visit the IRS website.

For Maryland taxes you will designate the flat dollar amount you wish to have withheld. Please note that the State Retirement Agency can only withhold state taxes for the State of Maryland. For more information on Maryland state taxes please visit the Comptroller of Maryland website.

Q11. What is my PIN and what is it used for?

- A. When you call MSRS' interactive phone system to access your personal account information, you'll need to enter your Social Security number and four-digit Personal Identification Number, or PIN. Your PIN is the month and year of retirement. For more information contact a retirement benefit specialist.

Q12. What happens to my FSA if I stop working (retire) from this employer?

- A. If you stop working for your employer or you lose your FSA eligibility, your plan participation and your pre-tax contributions will end automatically. Expenses for services you have after your termination date are not eligible for reimbursement.

Please Note: You may be entitled to elect COBRA continuation coverage under the health FSA and receive reimbursement for qualified expenses incurred after your termination, but only if you continue to make the required FSA COBRA premium payments using your money after taxes have been taken out. However, you generally do not have the right to elect COBRA continuation coverage if the cost of COBRA continuation coverage for the remainder of the plan year equals or is more than the amount left in your FSA. Please see your Summary Plan Description for specific rules that apply to your FSA plan.

Useful Information

Maryland State Retirement System Contact Information

- **Email:** www.sra.state.md.us
- Toll-free: 1-800-492-5909 ; Local: 410-625-5555
- TDD/TTY: 410-625-5535
- **Fax:** Member Services: 410-468-1707, Disability Applicants: 410-468-1659
- **Address:**
Maryland State Retirement Agency
120 East Baltimore Street
Baltimore, MD 21202

2017 Deposit and Check Dates

Note: All checks must be direct deposited unless the retiree lives outside of the US or has been approved by SRA for a hardship waiver. In some cases the first pension installment is a paper check. Remaining installments are direct deposited.

MONTH	DEPOSIT DATE*	CHECK DATE**
January	Tue 31	Tue 31
February	Tue 28	Tue 28
March	Fri 31	Fri 31
April	Fri 28	Sat 29
May	Wed 31	Wed 31
June	Fri 30	Fri 30
July	Mon 31	Mon 31
August	Thu 31	Thu 31
September	Fri 29	Sat 30
October	Tue 31	Tue 31
November	Thu 30	Thu 30
December	Fri 29	Sat 30

* MSRS will mail an advice slip *only* in January, July, and any month in which there is a change to the retiree's net payment amount, or their bank account number or routing number.

** If a check is issued, the main post office receives retirement checks by 3 p.m. on the previous day, and then distributes them to local post offices for delivery.

Retiring with Less than 12 years of service?

Health Insurance

As a retiree with less than 12 continuous, consecutive years of service, you are eligible to continue your group health insurance under the Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985. Our COBRA third party administrator is CONEXIS. Your enrollment information will automatically be sent to CONEXIS. Once CONEXIS receives your enrollment information, they will generate an Election Notice for you to enroll in COBRA.

In order to continue your coverage under COBRA, you must complete the Election Notice (either online or via mail). Please note, becoming covered by Medicare at any time after you elect to continue under COBRA will cause your COBRA continuation coverage to end. In addition, once you become Medicare eligible under COBRA, although your coverage will end; COBRA continuation coverage of your family members may be extended.

The cost to continue your coverage under COBRA is 100% of the full premium plus an administrative service fee of 2% (See Rate Chart on reverse side). If you need further information about continuation of coverage, you may contact CONEXIS **after July 1, 2016** at 1-877-722-2667 or via their website: conexis.org

Life Insurance

As a retiree with less than 12 continuous, consecutive years of service, you are eligible to continue your life insurance coverage with The Hartford. The Hartford will automatically send you a notice of conversion to continue your life insurance coverage.