



Important Information for Pension Plan Employees who are Retiring

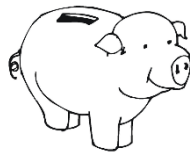
Congratulations on your upcoming retirement!

*This document contains important information you will need – before and after you retire!
Please print a copy and/or forward to your home email for easy reference.*



First Things First!

Contact Revenue's retirement coordinator in the Office of Workforce Management, if you have not already done so.
AskHR@floridarevenue.com or (850) 617-8370.



Your Money

Final Salary Certification

Revenue's retirement coordinator will provide the final salary certification to the Division of Retirement. You do not have to do anything for this requirement except to make sure you **complete and submit your final time sheet before you leave.**

Where to See Your Retiree Benefit Payments

Your retiree benefit payments will show up in your Division of Retirement online account at <https://frs.fl.gov/login.aspx>. **Before you separate from Revenue, make sure that the email contact in your User Profile is your home email, not your work email.**

Your Annual W-2

Please remember to update your information in the State of Florida's [Employees' Information Center](#) to receive this year's W-2 at your home (email or address).

Insurance

- ❖ You will not be able to complete insurance paperwork with People First until Revenue's Office of Workforce Management processes your retirement separation in People First – this usually happens a few days before your separation date. For assistance contact AskHR@floridarevenue.com (850-617-8370) for pretax insurance or 850-717-6432 for post-tax benefits.
- ❖ Remember, your health insurance premiums are paid one month in advance. Your last paycheck in the month you retire will deduct the premium for the following month's coverage. Your retiree insurance won't need to start until the month after that.

Leave Payouts

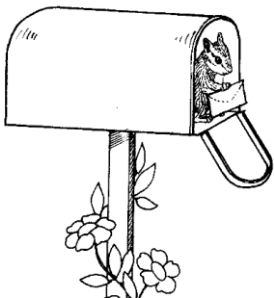
- ❖ If you have **unused leave eligible to be paid out** upon separation, it is paid automatically so you do not have to request it. Payroll rules do not allow processing of

those payments to begin until **31 days after** an employee's separation date.

- ❖ Generally, the **payout will come 6 to 8 weeks after your separation** depending on the supplemental payroll dates. Leave payments are direct deposited or you can transfer the payments into a state approved deferred compensation account.
- ❖ To transfer to a deferred compensation account:
 1. Contact your deferred compensation company.
 2. Send a copy of the Deferrals from Special Supplemental Pay form to Revenue's Office of Financial Management (OFM) Payroll section at AskOFMPayroll@floridarevenue.com.
 3. Your deferred compensation company will also send the forms to the Bureau of State Payrolls (BOSP). BOSP and Revenue must have a copy of the form before BOSP can transfer the funds.

Questions?

- Contact Revenue's Office of Workforce Management (Human Resources) about the calculation of the number of leave hours to be paid. AskHR@floridarevenue.com
- Contact Revenue's Office of Financial Management, Payroll section if you do not receive your leave payment within the timeframe listed above. AskOFMPayroll@floridarevenue.com



Look for Packet by Mail from Division of Retirement

Once you receive your first monthly retirement benefit, the **Division of Retirement will send you a packet of information in the mail.**

The packet will include:

- ✓ Withholding Certificate for Pension Payments (W-4P) and tax information.
- ✓ The **Health Insurance Subsidy application (HIS)** – you must complete this to get the subsidy. This is a benefit that amounts to \$7.50 for each year of service credit (up to \$225.00) to help offset retiree insurance premium costs. **You must prove you have continuing coverage to get the benefit.**
 - If you have your Medicare A and B card (or military insurance), make a photocopy, attach the photocopy to the form where indicated, and send to the Division of Retirement using the contact information on the top of the form. (This is the easiest way to complete and submit your HIS application.)
 - If you continue state insurance, People First certifies your HIS application. The toll-free number for People First is 1-866-663-4735. Contact them for instructions when you receive the application.
 - If you are going to be covered by a different health plan, contact that company for completion of the HIS form and have them return it to you so you can send it to the Division of Retirement.
 - Once the Division of Retirement has the application, it takes 2-3 months for the benefit to show up in your retiree pay. The first payment will include the subsidy payments retroactive to your first month of retirement or the first month your insurance became effective. Please review the [Retiree FAQ](#) for more HIS details.



Resources and Contacts

Division of Retirement

Once you retire, you should contact one of the Division of Retirement bureaus for retirement-related questions. See the [Division of Retirement contacts](#) for listings. (Tallahassee residents should **not** use the toll-free number, as it does not connect within the city.)

Ready. Set. Retire

This booklet can be very helpful as you prepare to retire (you will probably also get a hard copy of this from the Division of Retirement)

https://employer.frs.fl.gov/forms/ready_set_retire.pdf

Retiree FAQ

This may likely answer many of your questions:

<https://employer.frs.fl.gov/forms/Retiree-FAQ.pdf>

Division of Retirement Retiree Webpage

Links to retiree forms, resources, videos and more:

http://www.dms.myflorida.com/workforce_operations/retirement/retirees

Working After Retirement

Don't risk losing any of your retirement benefit! You will want to familiarize yourself with the rules for re-employment with an FRS employer in this flyer:

http://www.myfrs.com/imageserver/pdf/forms/reemployment_flyerpp.pdf

Change of Address

Should you have a change of address once you are retired, you can change it in the online Division of Retirement online account or complete this form:

<https://employer.frs.fl.gov/forms/addch-1.pdf>

Contact for Employment Verification

Should a business (Deferred comp, insurance companies, banks, etc.) ask for a contact to **verify employment and/or your retirement date**, you should direct them to **People First**.

- ✓ The [Salary and Employment Verifications document](#) describes the process.
- ✓ If the business cannot connect with People First, you can call Revenue's Human Resources office at (850) 617-8370 (fax number 850-488-4621).

Thank you for your service to the State of Florida!

