



2101 South Veterans Parkway
P.O. Box 19255
Springfield, IL 62794-9255

217-782-8500 Fax: 217-524-9039
Email: gars@srs.illinois.gov

Tier 1 Retirement Checklist

Application Process

Please contact GARS 90 days prior to your retirement date to request your retirement paperwork or download through the website, srs.illinois.gov. We recommend you return your retirement application and required documents within 30-60 days prior to your retirement date. If you are retiring under the Reciprocal Act, you must apply with all applicable systems 60-90 days prior to your retirement date. Benefits are processed within six to eight weeks following your final payroll date, retroactive to your benefit effective date.

Required forms/documents:

- Tier 1 Retirement Application (Form 7006-1)
- Withholding Certificate for Periodic Pension or Annuity Payments (Form W-4P). If you have questions on this form, contact a tax consultant.
- Direct Deposit Agreement for Benefit Payments (Form 7017)
- Retiree Insurance (Form 7016) unless you are ineligible for retiree insurance benefits.
- A photocopy of your birth certificate. *(If this box is checked, we need a copy.)*
- Copy of Medicare card (enrolled in Parts A and B) for you and any Medicare-eligible dependents

Supplemental forms/documents (if applicable):

- If you are currently authorizing deductions from your paycheck for credit union, dues or private insurance policies, provide a photocopy of authorization/deduction cards to have optional deductions withheld from your monthly retirement annuity.
- If you are currently enrolled in the NCPERS Voluntary Life Program (\$16 per month) and want premiums deducted from your retirement check, you must re-enroll. Visit their website at ncpers.memberbenefits.com/SRS, call 800-525-8056, or email ncpers@memberbenefits.com.

Insurance

Review the GARS Group Insurance Benefits Fact Sheet included in your retirement packet. For information regarding your insurance benefits, contact GARS or MyBenefits Service Center by calling 844-251-1777 or visiting MyBenefits.Illinois.gov.

- Begin the Medicare enrollment process **three months prior to your 65th birthday, or three months prior to your retirement, whichever is later. Medicare eligible annuitants must enroll in Medicare A and B with an effective date no later than the first day of the month you retire.** For Medicare eligible annuitants, Medicare is primary the first day of retirement and State group health coverage is secondary.
- If you are eligible to enroll in Medicare Parts A and B, you are required to enroll in a TRAIL MAPD plan during a 60-day enrollment period unless you insure non-Medicare eligible dependents. **If you are deemed eligible, failure to elect a TRAIL MAPD plan by the end of the enrollment opportunity WILL result in loss of your State health insurance coverage, including coverage for prescription drugs and vision care.**
- Failure to enroll and maintain enrollment in Parts A and B (when Medicare is the primary insurance payer) results in a reduction of benefits and additional out-of-pocket expenses for medical services. **You must keep Medicare Parts A and B and continue to pay the applicable Medicare premiums, including applicable IRMAA (Income Related Monthly Adjustment Amount) surcharges.** Failure to keep all Medicare premiums current will result in a termination of benefits.
- For additional information about State group insurance benefits, please refer to the current **Benefit Choice booklet** and the **Retiree/Survivor Insurance Handbook** located on our website at srs.illinois.gov in the Insurance section. The Medicare Checklist, TRAIL FAQ and TRAIL Initial Enrollment Guide can also be viewed in the Insurance section of the srs.illinois.gov website.
- Life Insurance:** If you are retiring within one year of terminating service and you are under age 60, your life insurance will remain as it was as an active member. Once you turn age 60 (retired) your basic life insurance will reduce to \$5,000 and any optional life insurance you carry will reduce to increments of \$5,000. Spouse Life insurance will reduce to \$5,000. Child Life will remain at \$10,000. Members retiring at age 60 or above will experience a reduction in life insurance coverage at the time of their retirement and can contact the State of Illinois life insurance administrator to discuss conversion or portability options.

Resignation

- Submit a resignation letter to the Speaker of the House or President of the Senate, with a copy to GARS.

You can find useful information about your GARS benefits on our website at srs.illinois.gov. Our website provides an overview of retirement and death benefits, and gives you easy access to a variety of information.