

Your ABP Retirement Checklist

This checklist is provided to assist you in making a smooth transition from employment to retirement. The items listed and suggested time frames can help you to plan a successful retirement. It is important to give yourself enough time to review your benefits and retirement payout options prior to retirement.

6 - 8 Months before Retirement:

- Contact your investment carrier and request income illustrations and payment options available at retirement.

AXA Equitable – 1-866-786-0856 – <http://www.equitable.com/nj/>

Mass Mutual/Hartford – 866-490-3656 –
<http://www.retire.hartfordlife.com/newjersey401a/index.html>

ING Financial – 1-877-873-0321 – <https://ingretirement.ingplans.com/eportal/welcome.do>

Met Life – 1-800-492-3553 – <http://www.njabp.metlife.com/>

TIAA-CREF – 1-800-842-8412 – <https://www.tiaa-cref.org/public/index.html>

VALIC – 1-800-448-2542 – http://www.valic.com/Home_192_28365.html

PRUDENTIAL – 1-855-652-2711 – <http://www.prudential.com/view/page/public>

- You may want to confirm with the NJ Division of Pensions and Benefits your exact amount of pension-credited service at the time of retirement. To inquire about your pension credited service, please call 609-777-0887.

For inquiries by mail, please send an ABP Pension Audit Request to the NJ Division of Pensions and Benefits, P.O. Box 295, Trenton, NJ 08625-0295.

4 - 6 Months before Retirement:

- Notify your department in writing about your intention to retire and your retirement date. Complete the Retirement/Resignation Notice Form and provide a copy to your manager and send the original form to the Human Resources Department.

Link to the Retirement/Resignation Form: <http://hr.pages.tcnj.edu/forms/benefit-forms/>

- If you are planning to apply for Social Security Benefits, contact the local Social Security Administration office. You may want to visit the official Social Security website: <http://www.ssa.gov/>

Documents needed:

1. last year's W-2 form,
2. current pay stub,
3. original birth certificate

If you participate in the NJ State Employees Deferred Compensation Plan, contact Prudential at 866-657-3327 for information regarding payout options.

Approximately 3 Months before Retirement:

Complete the ABP Application for Retirement Allowance (click below for form that is available under FORMS on the Human Resources Website. This form must be provided to the Human Resources Department for forwarding to the Division of Pensions and Benefits.
<http://www.state.nj.us/treasury/pensions/epbam/exhibits/pdf/abp220.pdf>

Make arrangements with the investment carrier to withdraw retirement money as of your retirement date.

Anyone 65 or older, including your spouse, civil union/same-sex domestic partner **must be enrolled in Medicare Part A and Part B** in order to continue coverage in the State Health Benefits Program as a retiree. The effective date of your Medicare Part B coverage would be the effective date of your retirement from The College of New Jersey. For more information, contact the local Social Security Administration office. A good source of information is the official Social Security website: <http://www.ssa.gov/>

As part of the Medicare enrollment process, you will receive a Request for Employment Information from Social Security Administration requesting The College of New Jersey to certify State Health Benefits coverage. Please contact the Human Resources Department for completion of this form.

Approximately 1 Month before Retirement:

NJ Division of Pensions and Benefits will send you a letter with your Retiree Health options; the letter will include links to the SHBP Health and Dental Applications. The Division of Pensions and Benefits will require that you provide proof of your Medicare Part B coverage when returning the Retiree Health Enrollment form to them.

Contact Prudential at 1-800-262-1112 if you are interested in converting life insurance into a non-group policy (optional). This must be done no later than 30 days after your retirement. Visit the Division of Pensions and Benefits website for more information:
<http://www.state.nj.us/treasury/pensions/pdf/factsheets/fact13.pdf>

You will be scheduled for an exit interview with Human Resources. Ensure that you complete the SCOR form at your exit interview. This form will ensure that you are paid out your lump sum sick leave entitlement, if applicable.

The SCOR form is sent to the Payroll Department for completion. Payroll sends the form to the Civil Service Commission – Department of Personnel that must approve the form. Once payroll receives the approval letter from the Civil Service Commission – Department of Personnel, the payment is then processed from The College of New Jersey Payroll Department.

Shortly after Your Retirement Date:

- You will receive a cash settlement or annuity from your investment carrier. Please work with the investment carrier on this.
- You will receive a check for your leave payout(staff only).

Note: The time frames used in this checklist are a guide as processing times vary. All necessary forms and information should be provided in a timely manner to avoid processing delays.