



Road to Retirement RESOURCE GUIDE

A Guide to Retirement for City of New York Employees



Road to Retirement Resource Guide

Preparing for Retirement

1. ***What Retirees Want: A Holistic View of Life's Third Age.*** Ken Dychtwald and Robert Morison (Wiley, 2020)
2. ***Purposeful Retirement: How to Bring Happiness and Meaning to Your Retirement.*** Hyrum W. Smith (2017)
3. ***Becoming a Life Change Artist: 7 Creative Skills to Reinvent Yourself at Any Stage of Life.*** Fred Mandell and Katheen Jordan (Avery, 2010)
4. ***Encore: Find Work That Matters in the Second Half of Life.*** Marc Freedman (Public Affairs, 2007)
5. ***Second Wind: Navigating the Passage to a Slower, Deeper and More Connected Life.*** Bill Thomas, M.D., (Simon & Schuster, 2014)
6. ***Thrive: The Third Metric to Redefining Success and Creating a Life of Well-Being, Wisdom and Wonder.*** Arianna Huffington (Harmony, 2014)
7. ***Your Life Calling: Reimagining the Rest of Your Life.*** Jane Pauley (Simon Schuster, 2014)

NYCERS

- ✓ [Top 10 Reasons to Join NYCERS Now](#)
- ✓ [5@55 Legal Checklist](#)
- ✓ [How to Register for MyNYCERS](#)
- ✓ [The Road to Your NYCERS Retirement](#)

NYCERS' Call Center Hours

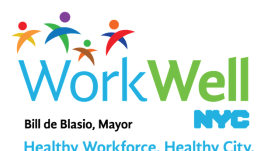
- Monday - Friday: 8 am - 5 pm
- (347) 643-3000 *Within NYC*
- (877) 669-2377 *Toll-Free*
- (347) 643-3501 *TTY*
- NYCERS' Fax Number: (347) 643-3884

MyNYCERS: www.mynycers.org

✉ workwell@olr.nyc.gov

🌐 nyc.gov/workwellnyc

📷 [@workwellnyc](https://www.instagram.com/workwellnyc)





NYCERS Retirement Application Process

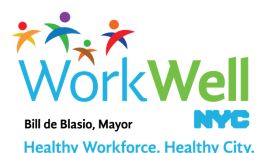
- 1** **View your pension estimate** - online or schedule an appointment with a NYCERS Retirement Counselor.
- 2** **Contact your agency's Human Resources Personnel or Benefits Coordinator about your leave balance.**
- 3** **Set your retirement date for the first or second day of a month.**
- 4** **Submit your retirement application along with documentation of proof of your birth to NYCERS.** NYCERS will notify the Office of Labor Relations about your retirement.
- 5** **Apply for direct deposit** - Your first advance payment will be in the form of a check. You should log in to your MyNYCERS account and click "Update Pension Payment Method" to sign-up for direct deposit for all subsequent pension payments. **You can submit Form #38.**
- 6** **Complete and return your option selection forms when you receive your option selection package.** This will expedite the finalization of your pension benefits. You can submit your option selection forms on line through your MyNYCERS account.



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NYC Deferred Compensation Plan

- **NYC DCP:** nyc.gov/deferredcomp
- **NYCEIRA:** nyc.gov/nyceira
- **DCP Financial Wellness Center:** nyc.gov/deferredcomp
- **Online Account Access:** nyc.gov/deferredcomp
- **Forms Submission:** newyrkevoyaplans.com. *Include the last 4 digits of your SSN, name and address on all forms. Forms can also be faxed to 844-299-2362.*
- **DCP Customer Service Center:** 212-306-7760
- **Send a message:** nyc.gov/deferredcomp



Employee Health Benefits

- **Health Benefits:** nyc.gov/hbp
- **Rate Chart:** nyc.gov/hbp
- **Health Benefits application:** nyc.gov/hbp (summary of plans tab)
- **Health Benefits Videos:** nyc.gov/hbp (summary of plans tab)
- **SPD:** nyc.gov/hbp (summary of plans tab)
- **Forms/Document Submission:**
NYCRetireesHBP@emblemhealth.com
- **Contact Us:** healthbenefits@olr.nyc.gov

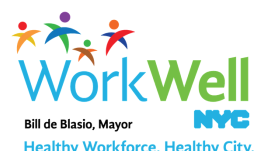
NYCAPS Central (Active Employees)

212-487-0500 | nycapscentral@dcas.nyc.gov | HealthBenefits@dcas.nyc.gov

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Health Benefits Retiree Checklist

Health Benefits Application Process

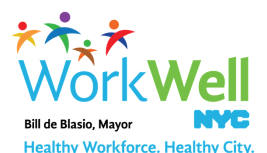
- 1** **Apply for retirement at your agency HR department** and complete the Health Benefits application.
- 2** **Apply for retirement at your pension system.** Your HR rep will want to see a copy of the retirement receipt, if available, from your pension system.
- 3** If you are adding a spouse and/or dependent(s) to your health plan, **make sure you review the Summary Program Description (SPD)** on our website at nyc.gov/HBP to ensure that they are eligible and that you provide the necessary documentation to add them.
- 4** When you have all the necessary documentation to file for retirement, **review them with your HR department and make sure they complete section J, if feasible.**
- 5** Ensure to **watch the Health Benefits short videos** on the Health Benefits website.



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Health Benefits Retiree Checklist

MEDICARE ELIGIBILITY



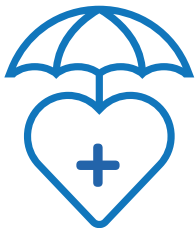
- If you or your spouse/dependent are eligible for Medicare, you will need to **apply for Medicare Part A and B to coincide with your retirement date** in order to maintain the maximum benefit through the City.
- If you are enrolling in a Medicare advantage plan such as HIP HMO or Aetna, please make sure you contact your plan to complete any necessary applications with them.

SUBMISSION & HEALTH PLAN ID CARDS



- Either your HR department or you may send the documents to the Health Benefits program electronically.
- Once the Health Benefits Program receives your Health Benefits application and it is processed, **you should receive new ID cards from your respective health plan in about 7 - 10 business days.**

SUPPLEMENTAL BENEFITS FROM UNION/WELFARE FUND

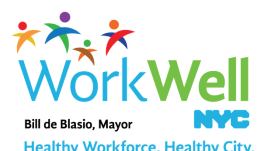


- Please contact your union/welfare fund for how to transition to active employee to retiree status.
- Verify your benefits: Dental, Vision, Supplemental Medical, Prescription Coverage, Optional Life Insurance, or any other of your Union/Welfare Fund benefits.
- As for Management Benefit Fund (MBF) members: Your HR will submit an MBF Form 1061 to update your status to retiree from active member.

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Agency Roadmap & Retirement Procedure

