Commonwealth of Massachusetts
State Employees’ Retirement System
Agenda*

• Retirement income ("regular, superannuation retirement")
  – Massachusetts State Employees’ Retirement System (MSERS)
  – Social Security income (general)

• Impact of retirement on benefits
  – MA Group Insurance Commission (GIC)
  – Medicare (brief overview)
  – Trust funded benefits (e.g., university-related employee dental and/or dental/vision coverages)
  – Accruals

• How to retire from MSERS

This presentation is provided for informational purposes. Related agencies of record are:

– **MA pension: Massachusetts State Retirement Board** (tel: 617.367.7770, e-mail: srb@tre.state.ma.us) and Public Employees’ Retirement Administration Commission.
– **GIC insurance benefits: MA Group Insurance Commission** (tel 617.727.2310)

* Choose your own adventure (i.e., stay for the portions of the presentation that apply to your situation).
Retirement Income
MA State Employees’ Retirement Plan
A note about format

• MSERS pensions are calculated differently for those who:
  – Membership date is April 2, 2012 or prior
  – Became members on/after April 2, 2012
    (or withdrew and re-established membership on/after that date)

• As a result the presentation contains grids like this:

<table>
<thead>
<tr>
<th>Member before April 2, 2012</th>
<th>Member on/after April 2, 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

• Differences apply *only* to calculation of the MSERS pension
MA State Employees’ Retirement System (MSERS)

• Defined benefit (pension) program
  – Lifelong monthly payments
  – Possible cost of Living increases on first $13,000 of pension
  – Maximum income replacement = 80% of average MSERS ‘regular compensation’

• Vest with ten full-time equivalent (10 FTE) years of creditable service*

* Hereafter “service”
Eligibility for Retirement: When can you draw your pension?

<table>
<thead>
<tr>
<th>Member before April 2, 2012</th>
<th>Member on/after April 2, 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>• At/after age 55 with 10+ FTE years of service</td>
<td>• At/after age 60 with 10+ FTE years of service</td>
</tr>
<tr>
<td>• At any age with 20 FTE years of service</td>
<td></td>
</tr>
</tbody>
</table>
How does the Retirement Board Calculate the pension?

MSERS pensions are calculated using a formula based on:

- **AGE Factor**
  - Based on age at time of retirement

- **CREDITABLE SERVICE**
  - FTE years, months and days
    Includes service “purchased” and service under other MA public pension systems

- **SALARY**
  - Average of highest consecutive years of regular compensation
# Age Factors

<table>
<thead>
<tr>
<th>Age (Group 1)</th>
<th>Age Factor</th>
<th>Age (Group 1)</th>
<th>Age Factor</th>
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<td>1.10</td>
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</tbody>
</table>

**Member before April 2, 2012**

**Member on/after April 2, 2012**
Creditable Service

• Full-time equivalent creditable service, pro-rated for most part-time service during which you’ve contributed to MSERS
  – Full-time for 1 year = 12 months of service
  – Half-time for 1 year = 6 months of service

  (Part-time service prior to January 28, 1993)

• What counts?
  – Contributions to any MA public retirement system (town, county)
  – Military service amidst active MSERS membership

• Time off payroll ≠ service
  Exceptions: if fully disabled under workers’ compensation, up to 30 days of unpaid furlough
Purchase (“Buyback”) of Creditable Service

In very specific circumstances you may be eligible to “buy” creditable service toward MSERS retirement. In order to do so you must both:

- Be an active member-in-service at the time of your buyback application.
- Complete and submit to the MA Retirement Board the appropriate service purchase application(s) along with any required documentation.

The Board charges interest on buybacks.

All service purchases must be paid in full (or waived) prior to receiving an MSERS retirement benefit.

Note: the Board prioritizes buyback application processing based on retirement date, thereafter first received/first processed.
Types of Service Buybacks

• Refunded contributions to a MA Public Retirement System
  MSERS or service to another Massachusetts public retirement system
  www.mass.gov/service-details/prior-refunded-service-buyback-msrb

• “Contract Service Buyback” (maximum of 4 years of service)
  – Purchase of non-benefited (“03”) MA public service:
    • That immediately preceded MSERS membership
      (<6 month break in service).
    • Where job duties in non-benefited position and initial MSERS-covered
      position were similar.
  – Must have contributed to MSERS for 10 FTE years before buyback requested.
  – One-time opportunity – if do not accept offer of approved buyback, unable to
    purchase that service in the future.
  www.mass.gov/service-details/contract-service-buyback-msrb
Types of Service Buybacks

• Veteran’s Service (US Military Service; maximum of 4 years)
  – Active Duty have at least 180 days of regular active duty service with honorable discharge or 90 days of active duty service, one day of which was during wartime or have a specific campaign badge.*
  – Active Reserve or MA National Guard Service (not active duty training) may be eligible for buyback at ratio of 5 years service to one year MSERS service.
  
  VS buybacks are interest free if purchased within first 180 days of MSERS-covered employment. [www.mass.gov/service-details/veterans-service-buyback-msrb](http://www.mass.gov/service-details/veterans-service-buyback-msrb)

• Out of State Teaching buyback (maximum of 10 years)
  – If you are employed in a teaching position, eligible to purchase public teaching service rendered to another US state for which you have no retirement benefit.
  – May purchase a maximum of 10 FTE years of service or the number of years of MA MSERS creditable service, whichever is less.
  
How to initiate a buyback request

• Submit an application to the Retirement Board with supporting documentation.

• Retirement Board will respond via post confirming service eligible to purchase, cost & payment options:
  • Pre-tax rollover from a voluntary 403(b) or 457(b)/SMART plan account
  • Post-tax payroll deduction over up-to five (5) years (with additional interest)
  • Post-tax payment via check or money order
# Average Salary

<table>
<thead>
<tr>
<th>Member before April 2, 2012</th>
<th>Member on/after April 2, 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average of highest three (3) consecutive years of salary</td>
<td>Average of highest five (5) consecutive years of salary</td>
</tr>
</tbody>
</table>

The salary on which MSERS pensions are based is “regular compensation” and includes shift pay but does not include overtime, “Ad Comp”, “Summer Salary”, etc. (hereafter “salary”).
MSERS Pension Formula

Age factor
x Service
= Option A pension %

x Average salary

Gross annual Option A pension
Pension Options

Option A
- Maximum benefit
- Income benefits cease upon retiree’s death

Option B
- Pension is typically 1-5% less than Option A
- Beneficiary receives remaining balance of member contributions upon retiree’s death
- May name anyone as beneficiary(ies) and change beneficiary(ies) at any time

Option C
- Pension is % of Option A (the younger your beneficiary, the smaller your Option C pension)
- Beneficiary receives 2/3 of retiree’s pension
- Beneficiary is retiree’s: parent, child, sibling, spouse, unmarried former spouse
- Retiree “pops-up” to Option A if beneficiary passes away first

You cannot change your pension Option, or Option C beneficiary, after retirement.
# Option A Quick Reference Chart: pre-April 2, 2012

<table>
<thead>
<tr>
<th>AGE AT RETIREMENT</th>
<th>YEARS OF FTE CREDITABLE SERVICE</th>
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<tbody>
<tr>
<td><strong>YEARS OF FTE CREDITABLE SERVICE</strong></td>
<td>10</td>
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<tr>
<td>50</td>
<td>20</td>
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<td>67</td>
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### Option A Quick Reference Chart: post-April 2, 2012

**PERCENTAGE CHART**

For Members-In-Service Hired **ON OR AFTER APRIL 2, 2012**

<table>
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<td>56.3</td>
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<td>67.5</td>
<td>71.3</td>
<td>75.0</td>
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</tbody>
</table>
Requesting a Pension Estimate

The MA State Retirement Board is the MSERS agency of record.

An MSERS pension estimate reflects estimate of:

- FTE years/months of creditable service
- Average salary
- Your gross annual pension under Options A & B
- If requested & if you provide an Option C beneficiary’s date of birth – the Board will provide an estimate of your gross annual Option C pension.
Requesting a pension estimate

Pension Benefit Estimate Request ("most responses may take up to 2 weeks")

www.mass.gov/doc/msers-pension-benefit-estimate-request-form

< Current agency - UMass Amherst
< Group Classification - 1 unless you:
  • Are a Police Officer or in UMPD leadership
  • Have held a position previously covered under another Group Classification (pro-rated pension)
Requesting a pension estimate

PENSION BENEFIT ESTIMATE REQUEST - PAGE 2

Member Name: Last four digits of SSN/MSRB ID/Employee ID:

Do you currently work full-time or part-time? [ ] Full-time [ ] Part-time

Did you stop working more than 60 days ago? [ ] Yes [ ] No

Do you have part-time creditable service prior to 1/29/1993? [ ] Yes [ ] No [ ] Possibly

Do you have a buyback in progress? [ ] Yes [ ] No

Please provide the estimated number of years of service you believe you currently have:

Are you party to a divorce? [ ] Yes [ ] No

If yes: Do you have a QDRO (Qualified Domestic Relations Order)? [ ] Yes [ ] No

If yes: Did you submit a copy to the State Retirement Board? [ ] Yes [ ] No

If no: Please submit a copy to the State Retirement Board.

PLEASE NOTE: QDRO Estimates can take several weeks to complete due to volume and complexity.

Were you ever a party to an arbitration award or settlement agreement with your employer? [ ] Yes [ ] No
E-mail or mail the completed form to the Retirement Board.
Pension Options

Option D

- Provides a pension to your beneficiary (your parent, child, spouse, sibling, unmarried former spouse) if you pass away prior to drawing your pension.
- The pension is equal to the full Option C allowance you would have received had you retired under Option C on the day you passed away.
- You must have at least two years of MSERS creditable service to be eligible. If you were not yet 55 when you passed, the pension is calculated using the 55 Age Factor.

Beneficiary:
- If married, eligible spouse is automatically your Option D beneficiary absent legal document to the contrary (eg, divorce agreement). If you have been married for less than one year and want your spouse to receive the benefit you must pro-actively submit an Option D form.
- May always rescind or change your Option D beneficiary.
“Disability Retirement”

• Accidental (work-related illness/injury)
  – Need not be vested in MSERS
  – Option A pension is 72% of salary on date of injury or last 12 months working average + an annuity
  – Not federally taxable

• Ordinary (not work-related)
  – Must be vested in MSERS
  – Calculated using age 55 factor if member prior to April 2, 2012
  – Veterans receive 50% of the last year’s salary average under Option A
  – Is federally taxable

Often lengthy process involving review by a medical panel.

Can apply while drawing a “regular, superannuation” pension while awaiting outcome of a disability retirement application.
“Deferred Retirement”

• Vest, leave MA public employment, draw pension at a later date.
• Pension calculated based on age when you begin drawing the pension.
• Not eligible for GIC health insurance at retiree rate until pension is paid (available at 100% premium during deferral).
• No partial payment of unused sick leave or longevity payment (more on that later).
“Termination Retirement”

• “Section 10” Retirement Requirements

<table>
<thead>
<tr>
<th>Involuntary Termination</th>
<th>W/O Involuntary Termination</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Became an MSERS member prior to April 2, 2012</td>
<td>• Have 30+ years of FTE creditable service</td>
</tr>
<tr>
<td>• Have 20+ years of FTE creditable service</td>
<td>• Under 55 years of age</td>
</tr>
<tr>
<td>• Involuntarily separated from your position</td>
<td></td>
</tr>
</tbody>
</table>

• Option A pension is 33.3% of three-year average salary plus an annuity based on the balance of your MSERS account.

• Application must be approved by both the Retirement Board and PERAC.
Important considerations when selecting a retirement date

• **Your age** impacts your annual pension (unless you’ve reached the maximum age factor or maximum Option A pension percentage).

• **The pension does not keep up with the cost of living.** Cost of Living increases apply to the first $13,000 of annual pension:
  – After you have been retired for at least one full fiscal year (July 1 – June 30).
  – If the legislature passes one.

• **You may wait three-to-five full calendar months for the first pension payment.** The first payment is retroactive to your retirement date. It is important to have an income source in the interim – and the GIC will invoice you for premiums (more on that later).
Pension payment schedule &
What is withheld from payments

The first superannuation pension payment may be issued 3-5 full calendar months after retirement and is retroactive to your retirement date. Thereafter payments are made once monthly at the end of the month.

Three things are withheld from MSERS pension payments

1. U.S. Federal Tax
   (No MA income tax is due on your MSERS pension.)

2. Court-ordered deductions

3. GIC premiums
   (typically starting from the second pension payment)
Taxes on your MSERS Pension

No State Taxes in Massachusetts

Is Federally Taxable

Reciprocal agreements with 15 states:

Alabama
Alaska
Florida
Hawaii
Illinois
Michigan
Mississippi
Nevada
New Hampshire
Pennsylvania
South Dakota
Tennessee
Texas
Washington
Wyoming
Post-Retirement Work

There are strict calendar year limits on post-retirement work performed for the Commonwealth (its towns, counties & agencies).

- 1,200 hours of work per calendar year.
- Post-retirement MA earnings + calendar year pension < regular compensation you would have earned had you not retired.

Earnings limit increases by $15,000 effective January 1 of the second full calendar year of retirement.

These limits apply to work performed for any employer if you are drawing a disability retirement.

www.mass.gov/guides/working-receiving-a-public-retirement-benefit
Retirement Income
Social Security Income (briefly)

Social Security Administration is agency of record for Social Security benefits: www.ssa.gov or 1-800-772-1213
Social Security Income

- Each $1,640 in earnings under Social Security = one credit (2023)
- You can earn a maximum of 4 credits per calendar year
- 40 credits entitles you to a retirement income

You can draw social security at:

- Age 62 (lower monthly payment for life)
- Full retirement age (full benefit with no offset based on other earnings)
- Later (higher base benefit calculation)
## Full Social Security Retirement Age

<table>
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<tr>
<th>Year of Birth</th>
<th>Full Social Security Retirement Age</th>
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<tbody>
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<td>65 and 4 months</td>
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<tr>
<td>1940</td>
<td>65 and 6 months</td>
</tr>
<tr>
<td>1941</td>
<td>65 and 8 months</td>
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<tr>
<td>1942</td>
<td>65 and 10 months</td>
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<td>1943 – 1954</td>
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<td>1955</td>
<td>66 and 2 months</td>
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<tr>
<td>1959</td>
<td>66 and 10 months</td>
</tr>
<tr>
<td>1960 and later</td>
<td>67</td>
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</tbody>
</table>

You can draw Social Security income:

- Before full SocSec retirement age (SocSec reduced based on earnings)
- At full SocSec retirement age (no reduction of SocSec income based on earnings)
- After full SocSec retirement age (higher base SocSec calculation)
Generally, how are Social Security benefits calculated?

If drawing Social Security income based on your own service under Social Security…at full Social Security retirement age:

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Your wages are adjusted for changes in wage levels</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 2</td>
<td>Find the monthly average of your 35 highest earnings years</td>
</tr>
<tr>
<td>Step 3</td>
<td>Result is “average indexed monthly earnings”</td>
</tr>
</tbody>
</table>
## Sample *Standard* Social Security Benefit Calculation

If your average monthly earnings under SSA = $7,000.00
Then the standard monthly benefit would be $2,839.20

<table>
<thead>
<tr>
<th>Average Monthly Earnings</th>
<th>$7,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>90% of first $1,115</td>
<td>$1,115 x .9 = $1,003.50</td>
</tr>
<tr>
<td>32% of next $5,606</td>
<td>$5,148 x .32 = $1,793.90*</td>
</tr>
<tr>
<td>15% above $6,721</td>
<td>$828 x .15 = $41.80*</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>$2,839.20</strong></td>
</tr>
</tbody>
</table>

* Always rounded to next lower multiple of $0.10
Drawing a pension based on work not covered by Social Security (eg, MSERS) can reduce your Social Security income.
> **Windfall Elimination Provision (WEP)**

May reduce your Social Security income if drawing benefit based on *your own* work under Social Security

> **Government Pension Offset (GPO)**

Reduces your Social Security income if drawing benefit based on *your spouse’s or former spouse’s* work under Social Security

Note: your MSERS pension does not impact your spouse’s or former spouse’s Social Security income.
More About Windfall Elimination Provision

<table>
<thead>
<tr>
<th>Normal Computation</th>
<th>WEP Computation</th>
</tr>
</thead>
<tbody>
<tr>
<td>90% of first $1,115</td>
<td>40% of first $1,115</td>
</tr>
<tr>
<td>32% of next $5,606</td>
<td>32% of next $5,606</td>
</tr>
<tr>
<td>15% above $6,721</td>
<td>15% above $6,721</td>
</tr>
</tbody>
</table>

Social Security online Windfall Elimination Provision calculator (or google that phrase): [www.ssa.gov/planners/retire/anyPiaWepjs04.html](http://www.ssa.gov/planners/retire/anyPiaWepjs04.html)
## Windfall Elimination Provision

<table>
<thead>
<tr>
<th>Years of Significant Earnings Under Social Security</th>
<th>% of First Factor in Social Security Benefit Formula</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 or more</td>
<td>90</td>
</tr>
<tr>
<td>29</td>
<td>85</td>
</tr>
<tr>
<td>28</td>
<td>80</td>
</tr>
<tr>
<td>27</td>
<td>75</td>
</tr>
<tr>
<td>26</td>
<td>70</td>
</tr>
<tr>
<td>25</td>
<td>65</td>
</tr>
<tr>
<td>24</td>
<td>60</td>
</tr>
<tr>
<td>23</td>
<td>55</td>
</tr>
<tr>
<td>22</td>
<td>50</td>
</tr>
<tr>
<td>21</td>
<td>45</td>
</tr>
<tr>
<td>20 or fewer</td>
<td>40</td>
</tr>
</tbody>
</table>
Government Pension Offset (GPO)

Impacts your Social Security income based on your spouse’s (or former spouse’s) work under Social Security.

2/3 of the amount of your government pension is subtracted from your spousal Social Security benefits.

**Example:**

Your MSERS pension is $900/month.

| 2/3 of $900 = $600 |

Your monthly spousal Social Security benefit = $500

| $500 (minus) $600 = no spousal Social Security benefit is paid |
Retirement and Benefits
(not briefly enough…)

ie – should we take a short break?
MSERS retirees may continue to purchase health insurance through the MA Group Insurance Commission (GIC)

- Retirees currently pay 20% of premium (inc. basic life insurance).
- Anyone on the plan who is eligible for Medicare Part A at no cost is required to enroll in Medicare Parts A & B in order to continue health insurance coverage through the GIC.
Medicare

<table>
<thead>
<tr>
<th>Medicare</th>
<th>What is it?</th>
<th>Enroll with who?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part A</td>
<td>Free coverage for in-patient care in hospital, nursing facility, hospice.</td>
<td>SSA*</td>
</tr>
<tr>
<td>Part B</td>
<td>Outpatient care - medically necessary and preventive services, ambulance services, mental health treatment and durable medical equipment.</td>
<td>SSA</td>
</tr>
<tr>
<td>Part C</td>
<td>Private health insurance purchased to supplement Medicare (eg, GIC).</td>
<td>Eg, GIC</td>
</tr>
<tr>
<td>Part D</td>
<td>Prescription drug coverage. Medicare Part D is part of the GIC Medicare Supplement CVS/Silverscript prescription plan however the GIC must process the Medicare Part D enrollment. If you enroll in Medicare Part D directly with SSA the GIC will <strong>cancel</strong> your GIC health insurance coverage</td>
<td></td>
</tr>
</tbody>
</table>

* Social Security Administration
### Medicare

Current per person, per month Medicare Part B & D* premiums:

<table>
<thead>
<tr>
<th>File individual tax return</th>
<th>File joint tax return</th>
<th>Medicare Part B</th>
<th>Medicare Part D IRMAA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than or equal to $97,000</td>
<td>Less than or equal to $194,000</td>
<td>$164.90</td>
<td>$0.00</td>
</tr>
<tr>
<td>Greater than $97,000 and less than or equal to $123,000</td>
<td>Greater than $194,000 and less than or equal to $246,000</td>
<td>$230.80</td>
<td>$12.20</td>
</tr>
<tr>
<td>Greater than $123,000 and less than or equal to $153,000</td>
<td>Greater than $246,000 and less than or equal to $306,000</td>
<td>$329.70</td>
<td>$31.50</td>
</tr>
<tr>
<td>Greater than $153,000 and less than or equal to $183,000</td>
<td>Greater than $306,000 and less than or equal to $366,000</td>
<td>$428.60</td>
<td>$50.70</td>
</tr>
<tr>
<td>Greater than $183,000 and less than $500,000</td>
<td>Greater than $366,000 and less than $750,000</td>
<td>$527.50</td>
<td>$70.00</td>
</tr>
<tr>
<td>Greater than or equal to $500,000</td>
<td>Greater than or equal to $750,000</td>
<td>$560.50</td>
<td>$76.40</td>
</tr>
</tbody>
</table>

* Medicare Parts B & D premiums are subject to income-related monthly adjustment amounts, or IRMAA. A higher IRMAA rate applies to those on immunosuppressive medication.
The GIC Retiree & Survivor Benefit Decision Guide contains Medicare & Non-Medicare premium and coverage information.
GIC Health Insurance Benefits

Medicare Parts A&B and...

An example!

You and your spouse are currently covered under a GIC HNE family plan ($320.74/month).

You retire – your spouse is eligible for Medicare Part A at no cost but you are not yet.
An example:
You and your spouse are currently covered under a GIC HNE family plan ($320.74/month).

You retire – your spouse is Medicare eligible but you are not yet.

You could remain on an individual non-Medicare GIC health plan – your spouse would enroll in Medicare Parts A & B and you could purchase GIC Medicare supplement coverage for your spouse. Monthly:

- Individual non-Medicare plan $134.81
- GIC Medicare supplement (spouse) $85.80

GIC monthly premium: $220.61

Medicare Part B premium (SSA) $170.10

Total monthly premium (GIC & SSA): $390.71
An example:
You then become eligible for Medicare Part A at no cost and enroll in Medicare Parts A&B. Monthly:

Group Insurance Commission
- GIC Medicare supplement (self) $ 87.07
- GIC Medicare supplement (spouse) $ 85.80
- GIC monthly premium: $ 172.87

Social Security Administration
Medicare Part B premium (SSA) $ 170.10
Medicare Part B premium (SSA) $ 170.10
Total monthly premium (GIC & SSA): $ 512.97
Important information about GIC Medicare Supplement plans:

1. **How to enroll**: after retirement the GIC will write to you at home asking you to select a Medicare supplement plan. You complete/return the form they send with a copy of your Medicare card showing parts A&B.

2. Your GIC Non-Medicare plan remains **primary** until the GIC processes your enrollment in the Medicare supplement plan.

3. The GIC Medicare supplement prescription coverage is not through Express Scripts, but through CVS/SilverScript.

4. You will get new medical and prescription insurance cards – please provide that billing information to your providers with your Medicare information.
How to Enroll in Medicare?

How to enroll in Medicare…two forms:

• Application for Enrollment in Medicare Part B (Medical Insurance) form CMS-40B
  (You complete this form)

• Request for Employment Information CMS-L564
  (UMass HR completes this form)

You submit both forms to the Social Security Administration together.

If you are not yet enrolled in Medicare Part A, the SSA will contact you directly to complete your enrollment.
How to Enroll in Medicare Part B?

Application for Enrollment in Medicare Part B:

- You only need a witness signature if you sign the form with an “x”
- Consider entering the date you would like Medicare Part B effective in the remarks
- One enrollment for each Medicare-eligible individual covered on your GIC health insurance plan.
How to Enroll in Medicare Part B?

If you will be enrolling in Medicare, e-mail UMass HR with your retirement date, we will provide you the completed Request for Employment Information form (without your full SSN).

<table>
<thead>
<tr>
<th>SECTION A: To be completed by individual signing up for Medicare Part B (Medical Insurance)</th>
</tr>
</thead>
</table>
| 1. Employer’s Name: [Blank]
| 2. Date: [Blank]
| 3. Employer’s Address: [Blank]
| 4. City: [Blank]
| 5. State: [Blank]
| 6. Zip Code: [Blank]
| 7. Applicant’s Name: [Blank]
| 8. Applicant’s Date of Birth: [Blank]
| 9. Applicant’s Social Security Number: [Blank]
| 10. Employee’s Name: [Blank]
| 11. Employee’s Date of Birth: [Blank]
| 12. Employee’s Social Security Number: [Blank]

<table>
<thead>
<tr>
<th>SECTION B: To be completed by Employers</th>
</tr>
</thead>
<tbody>
<tr>
<td>For Employee Group Health Plans ONLY:</td>
</tr>
</tbody>
</table>
| 1. Is the applicant covered under an employee group health plan? [Yes] [No]
| 2. If yes, give the date the applicant’s coverage began: [Blank]
| 3. Did the coverage end? [Yes] [No]
| 4. If yes, give the date the coverage ended: [Blank]
| 5. Where did the employer work for the company? [Blank]
| 6. Has the employee worked for your company before? [Yes] [No]
| 7. Did the employee work for your company? [Yes] [No]
| 8. If you’re a large group health plan and the applicant is disabled, list the timeframes (in months) that your group health plan was in effect: [Blank]

For Hours Bank Arrangements: |

1. Is the applicant covered under an Hours Bank Arrangement? [Yes] [No]
2. If yes, does the applicant have hours in excess? [Yes] [No]
3. Data base hours worked or will be sampled? [Yes] [No]

All Employers: |

Signature of Company Official: [Blank]

Date Signed: [Blank]

Title of Company Official: [Blank]

Phone Number: [Blank]

According to the Patient Protection and Affordable Care Act (PPACA), no one is required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information is 0988-0177. If you have concerns regarding the accuracy of the information or requirements for completing this form, please write to OCR, 1000 North E Street, Washington, DC 20005.
GIC Optional Term Life Insurance

• You may continue coverage, reduce or cancel coverage effective the first day of any future month.

• Premium generally increases upon retirement, ~doubles at age 70, ~doubles every 5 years thereafter.
The most common confusion regarding dental insurance:

If your dental insurance is through your University employment
you are NOT currently enrolled in a GIC dental insurance plan.

This is important to remember when considering next steps for
dental insurance in retirement.
Dental Insurance (options)

Many options exist for dental insurance coverage, including (but not limited to) the following. You may:

1. Continue your current plan by completing and returning the COBRA enrollment form mailed to your home (& premium) to the plan administrator (rates eff 07/01/2022):

   - **AFSCME, PSU/MTA (dental & vision)** – up to 36 mos
     - $34/mo individual -- $68/mo EE+1 -- $102/mo family
   - **USA, MSP** – up to 18 mos
     - $28.47/mo individual -- $78.30/mo family
   - **Non-Unit** – up to 18 mos
     - $47.49/mo individual -- $115.92/mo family

Health Plans, Inc.
– tel 877.906.5939

MA Public Employees’ Fund
www.mpefund.org
Dental Insurance (options)

2. Enroll in the GIC Retiree Dental Plan (MetLife)

- To enroll complete and return the GIC Retiree Dental Insurance Form with your GIC Status Change Form
- Once enrolled if you discontinue coverage you cannot re-enroll.

3. Purchase coverage through the Commonwealth Connector (Delta, Altus) if you are a MA resident

   www.mahealthconnector.org

4. Explore coverage through the AARP or other (coverage through a spouse’s employment?)

   You can enroll:
   - Upon retirement
   - Upon involuntary loss of coverage under another plan
   - During GIC open enrollment
**Paid Leave Accruals**

**Unused Vacation**  
Balance paid out  
(exception: faculty)

**Sick Leave**  
20% of balance  
(exception: MSP)

**MSP**  
Longevity Payment (1.5 day’s salary for each full year of creditable service to the University)

- State and federal taxes are withheld from these payments.
- Vacation & Sick payments can be tax-deferred into a 403(b) or 457/SMART plan. There is a “one-time” deferral form for each of the plans which you would complete and submit to benefits@umassp.edu prior to retirement.  
  Information about these plans appears online: www.umassp.edu/hr/employee-handbook/5-voluntary-benefits
Unused Sick Leave & Sick Leave Banks

MSP/MTA  Sick Leave Bank members may donate unused sick leave to the Sick Leave Bank at any time.

PSU/MTA Unit A  Members may donate unused sick leave to the Sick Leave Bank upon retirement.

USA/MTA  Sick Leave Bank members may donate up to ten (10) days of unused sick leave accrual to the Bank upon retirement.

* PSU & USA members: the post-retirement payment of 20% of unused sick time is calculated on the balance remaining after your donation to the Bank.

* Donations can be made by e-mailing AskHR@umass.edu from your UMass e-mail account prior to retirement and indicating the number of days you wish to donate. PSU members are asked to cc psu@external.umass.edu on your e-mail.
What else…?

✓ Parking
  • UMass parking deductions discontinue. If you will be working on campus you can continue to purchase your parking space and may have a reduced retiree rate.
  • Retirees may pick up 20 free passes to the Campus Center Garage each year from the Parking Office.

✓ Union dues discontinue
  Many unions will offer you a lifetime membership. You would pay the dues directly to the union.

✓ Retirees are not eligible to enroll in Flexible Spending Accounts
  Your retirement day is your last day to incur eligible expenses under the Health Care Spending Account (HCSA). Please spend at least as much as you have contributed to the HCSA by that date.
What else…?

- Corestream
  - Home/Auto insurance? Met? Travelers? Liberty Mutual?
  - MetLegal
  - Retirees are eligible for shopping discounts through umass-retirees.corestream.com

- UMass e-mail address will continue

- If you move – you will always notify the
  1. State Retirement Board
  2. Group Insurance Commission
  3. UMass (if you move before your final W-2 document is issued)
Applying to Retire
Applying to Retire

1. MSERS retirement application to MA Retirement Board within 120 days prior to retirement with supporting documentation

2. Submit your GIC Status / Change Form 1a hard copy to UMass HR

3. Social Security Administration
   • Medicare application
   • WEP/GPO notification

4. Tax-deferral into (or withdrawal from) 403(b) or 457/SMART Plan
MSERS Retirement Application

Requires

1. Proof of your date of birth (photocopy of a birth certificate or unexpired passport)
2. Additional information / documentation for:
   - Option B: Name, address, social security number and date of birth of each beneficiary.
   - Option C: Proof of your beneficiary’s date of birth & proof of relationship to your beneficiary. Eg, if your Option C beneficiary is your spouse, a copy of your marriage certificate.
3. DD214 (honorable discharge paperwork), if applicable. This may entitle you to a small increase in annual pension.
4. If you are divorced: copy of divorce decree or Domestic Relations Order.
5. Direct Deposit information (routing and account #s), voided check.
6. Spouse’s signature (if applicable).
Some tips:

- What is a retirement date?
- Years / months of service
- Retirement Group Group 2, 3 or 4 > additional form

Wet signatures required on the Retirement Application.

Digital signatures not accepted.
Some tips:
- Department = UMass Amherst
- Section 10 (additional form)
- Buyback?
Some tips:

- Both check the Option box and write the letter below
- Dates next to the signatures must be the same
Some tips:

- Only if selecting Option B
Some tips:

- Must select one
- Can change federal tax withholding at any time
- If selecting option 2 *must* indicate number of exemptions
- In 2023 a new withholding certificate will be required: www.irs.gov/pub/irs-pdf/fw4p.pdf
Post-Retirement Work
Some tips:

- Must provide one account (and only one account)
- Can change direct deposit at any time
- Voided check required if depositing into a checking account. (photocopy?)
- UMass direct deposit does not carry over automatically to MSERS

MA PayInfo system is Commonwealth’s equivalent of HR Direct.
Some tips:

- Providing yourself permission to change certain things online in the PayInfo system in the future.
- Can change these elections in the future.

Or “none”
Some tips:

- Please submitted via hard copy to UMass Amherst HR 325 Whitmore Administration Building
- Agency/Division UMS/0147
- Retirement date
- Health insurance election
- Optional Life insurance
- GIC Retiree Dental (additional enrollment form)
Retiring? (you may want to use this as a checklist to track what you’ve completed)

1. File MSERS retirement application with the MA State Retirement Board
2. File GIC Status Change Form / Form 1a with the GIC or UMass HR
3. Send one-time 403(b) and/or 457 SMART plan deferral forms to UM System Office (if desired)
4. Contact the Social Security Administration (if applicable)
   - Medicare application
   - Notification of retirement for WEP / GPO if you are drawing Social Security income
5. Watch for:
   - Group Insurance Commission/GIC invoices
   - Retirement Board
     - Confirmation of retirement application receipt
     - Annual tax form – 1099R
     - Notary public mailings (fraud prevention mailings)
   - Dental COBRA form
Contact Information

Massachusetts State Board of Retirement
www.mass.gov/treasury/retirement/

One Winter Street  
Boston, MA 02108  
617.367.7770  
Hours: 8:00 a.m. to 4:00 p.m.  
Toll Free within MA only (800) 392.6014

436 Dwight Street, Rm 109A  
Springfield, MA 01103  
413-730-6135  
Hours: 8:00 a.m. to 5:00 p.m.

Massachusetts Group Insurance Commission
www.mass.gov/gic, 617.727.2310

Social Security Administration
www.ssa.gov, 1-800-772-1213

Holyoke Social Security Office
200 High Street, Holyoke, MA 01040; 877.480.4989
Kelly Pleasant
pleasant@umass.edu

Darlene Rowe
dlrowe@umass.edu