OhioHealth

Retirement Checklist

Helpful resources to use any time

- **Contact Fidelity if you have questions or need help with your Retirement Savings Plan**. You can also schedule a one-on-one consultation (either in person or virtually) with OhioHealth's dedicated Fidelity Retirement Planner at NetBenefits.com/schedule.
- **Make an appointment for Fidelity financial planning advice.** You can visit their Polaris office in person or speak on the phone. To make an appointment, call **(800) 343-0860**.
- **Contact the OhioHealth Pension Resource Center** if you have a balance in the OhioHealth Cash Balance Retirement Plan, the MedCentral Pension Plan, or the Hardin Pension Plan, and have questions about the retirement process. Visit www.ohpension.com or call **(844) 340-4801**.

Three to five years before you retire

- **Get your annual Personal Earning and Benefit Estimate Statement** from the Social Security Administration. Visit ssa.gov/myaccount to find it.
- **Contact any past employers** (including the military) to see if you qualify for any retirement income under their plans.
- **Meet annually with a Fidelity Representative and/or your financial advisor** to review your portfolio and options.
- **Start to calculate your projected living expenses in retirement** and compare that with anticipated income.
- **Double check or update your beneficiaries** on all your benefit plans.
- **Include your spouse or partner** in your discussions and decisions.

One year before you retire

- **Check out OhioHealth Retirement Information Sessions:**
    - **Getting Ready to Retire —** learn how to: decide when you may be able to retire, estimate how long your money may last, and prepare for challenges you might face in retirement. Plus, find out about the types of payment and healthcare options available in retirement.
    - **Health Care in Retirement —** learn about how and when to apply for Medicare, and get an overview of Medicare Supplement & Medicare Advantage Plans, individual insurance plans for people under 65, and estimated premiums.

  Look for session schedules and details on eSource through the Benefits page and Announcements.

- **Set up a Social Security account** through ssa.gov. There, you will be able to estimate your benefits.
- **Meet with your financial advisor** to discuss how and when you want to start receiving your benefits.
- **During the annual benefits enrollment period, decide whether you need to change your medical plan.** Any changes to your plan must be made during this window in the fall.
- **Contact an advisor from Seniority Benefits Group** to get a more in-depth explanation of Medicare and choosing Medicare supplements. Visit senioritybenefitgroup.com or call **(614) 799-1403** to get started.

Two to three months before you retire

- ☐ **Talk to your manager and finalize your retirement date.** Your manager is responsible for putting your retirement date into Workday.
- ☐ **Apply for Social Security**, if applicable. Visit [ssa.gov](ssa.gov) to begin.
- ☐ **Enroll in Medicare**, if applicable. Visit medicare.gov to begin.

30 to 45 days before you retire

- ☐ **Contact the OhioHealth Pension Resource Center** if you have the OhioHealth Cash Balance Retirement Plan, the MedCentral Pension Plan, or the Hardin Pension Plan, to initiate receiving payment.
- ☐ **Review the OhioHealth Exit Check list.** Search "Exit Check list" on eSource.

After you retire

- ☐ **Contact Fidelity if you have either the 403(b) or 401(k) plan** and want to take a distribution. Visit netbenefits.com/ohiohealth or call **(800) 343-0860** to get started.
- ☐ **Update your address with OhioHealth** if you move before you receive your final W2.

Other Benefit Details

TAP Time

Any remaining TAP time will be paid out to you. If you are in P4, EO, or M Career Framework bands and above TAP program, your TAP payout will be pro-rated. Physicians are not eligible to have remaining TAP paid out. Any unused personal time is not paid out. Your last day worked is your retirement date. **You cannot use TAP time to extend your termination date.**

Medical, Dental, Vision Coverage

Coverage ends at the end of the month of termination. However, if you were enrolled as an active employee, you can elect to continue coverage through COBRA. You will receive a packet in the mail with details on rates and enrollment.

Health Care Flexible Spending Account (HCFSA)

Coverage ends on your termination date. Only those expenses incurred up to your termination date can be reimbursed. You can continue coverage through COBRA (by contributing to the account with after-tax dollars), and eligible expenses can be reimbursed while you are contributing.

Health Savings Account (HSA)

Your HSA account and existing balance are yours to keep, and you can continue to use your debit card for eligible expenses. Contact Fidelity at netbenefits.com or by calling **(866) 402-7610** with questions.

Life and Long-Term Disability (LTD) Insurance

Coverage ends on your termination date. There is an option to convert your coverage to an individual policy through Lincoln Financial Group. You will receive information from Lincoln close to your term date.

NOTE: According to Internal Revenue Service (IRS) guidelines, retired associates must have incurred a severance from employment, which includes a genuine intent to terminate employment at the time of retirement and a separation from service. Therefore, re-employment cannot occur with less than 90 days of separation from service. Any re-employment with less than one year of separation must be approved through General Counsel.

Helpful Contacts

OhioHealth Pension Resource Center	(844) 340-4801	www.ohpension.com
Fidelity Retirement Service Center	(800) 343-0860	netbenefits.com/ohiohealth
Fidelity Representative scheduler	N/A	fidelity.com/schedule
Fidelity HSA	(866) 402-7610	netbenefits.com
Seniority Benefit Group	(614) 799-1403	senioritybenefitgroup.com
Social Security Administration	(800) 772-1213	ssa.gov
Medicare	(800) MEDICARE	medicare.gov