

# 2016

## Planning for Retirement Guide

*for*

### FACULTY & STAFF

*This Guide is not a contract. Its purpose is to provide summary information about retiree benefits. It does not fully describe each benefit. Please refer to the Summary Plan Descriptions and the material that is provided by the insurance carriers for details of each benefit. Every effort has been made to ensure that the information contained in this Guide is accurate. The provisions of the actual contract will govern in the event of a discrepancy.*

---

**THE GEORGE WASHINGTON UNIVERSITY**

---

WASHINGTON, DC

## Table of Contents

Planning for Retirement .....	4
Introduction .....	4
Retirement Eligibility for Faculty, Staff and Research Personnel .....	4
Status of Benefits at Retirement .....	5
Accrued Leave .....	5
Group Medical, Dental and Vision Insurance.....	5
Health Advocate .....	5
Life Insurance.....	6
Group Basic Life and Accidental Death/Dismemberment (AD&D) .....	6
Supplemental Group Term Life Insurance .....	7
Universal Life Insurance.....	7
Disability Insurance.....	7
Long Term Disability.....	7
Short Term Disability and Supplemental Long Term Disability.....	7
Current Recipients of Long Term Disability Benefits.....	7
Flexible Spending Account (FSA).....	7
Health Savings Account (HSA) .....	8
Legal Resources .....	8
Tuition Benefits.....	8
Changes of Address or Personal Contact Information.....	9
Retirement Plans .....	10
Continuation of GW Group Medical, Dental and Vision Insurance .....	11
Medical Plans.....	11
Finding a Physician.....	11
Dental and Vision Plans.....	11
Changing Plan Options.....	12
Cost.....	12
Open Enrollment.....	12
Coordination of Benefit Coverage .....	13
Retiree Health Benefits For Retirement Prior to Age 65.....	13

Retiree Health Benefits For Retirement after Age 65 .....	13
Coverage for Spouses, Domestic Partners and Dependent Children.....	13
COBRA Coverage.....	14
Continued Coverage upon the Retiree's Death .....	14
Medicare Benefits.....	15
What is Covered .....	15
Medicare Part A.....	15
Medicare Part B.....	15
Medicare Part D.....	15
Enrollment .....	15
Medicare Part A.....	15
Medicare Part B.....	15
Medicare Part D.....	15
Cost.....	16
Medicare Part A.....	16
Medicare Part B.....	16
Medicare Part D.....	16
Limitations in Medicare Coverage .....	16
Medigap Insurance .....	16
Benefit Contacts and Additional Information.....	18
Benefit Communication Materials.....	18
Benefit Information Available Online .....	18
Benefits Administration Department.....	18
Suggested Time Table.....	19

## Planning for Retirement

### Introduction

The purpose of this guide is to provide important information to regular staff and faculty who are starting to consider, or are currently planning, retirement from the George Washington University. This guide is a general overview of the benefits currently available to retirees. GW retains the right to change or terminate retiree benefits with or without notice.

We encourage you to review this information in detail. Consult directly with Benefits Administration, insurance carrier representatives, the Social Security Administration and Medicare, as applicable, for more comprehensive information about your benefits. The information in this guide is not intended to advise you which particular retirement choices are most appropriate for you or your family. Those decisions should be made by you, in consultation with your family and financial advisors.

The “Benefit Contacts and Additional Information” section on page 18 contains information to assist you in locating the appropriate benefit carrier or agency to contact when you need additional assistance. Telephone numbers and addresses for benefit carriers are included in this section. Please retain this information in a convenient place so you can use it as a reference.

### Retirement Eligibility for Faculty, Staff and Research Personnel

Faculty, regular staff and research personnel are eligible for retirement under the following circumstances:

- Reach age 65
- Reach age 60 with a minimum of ten (10) years of continuous full-time service
- Reach age 55 with a minimum of twenty (20) years of continuous full-time service

## Status of Benefits at Retirement

### Accrued Leave

For staff and research personnel, all accrued but unused annual leave will be included in your final paycheck. For faculty, there is no payment for unused leave.

Accrued sick leave is not paid out upon retirement for faculty, staff or research personnel.

### Group Medical, Dental and Vision Insurance

Coverage under group medical, dental and vision insurance ends on the last day of the month in which you retire. For example, if you retire on May 15<sup>th</sup>, your medical, dental and/or vision coverage will continue until May 31<sup>st</sup>. At the time of your retirement, as a retiree, you, your spouse or domestic partner, and eligible dependents have the option to remain in the university's group health plan. *If you elect not to continue your medical coverage at the time you retire, you will not be eligible to participate in the GW medical plan in the future.* For more information on group health plan benefits available to you after retirement, please see page 11.

**Please note:** You will receive a COBRA notice from PayFlex for your medical, dental and vision plans, which GW is required to send to all employees who terminate employment. If you are planning to select retiree medical, dental and/or vision you may **disregard** the COBRA notice.

### Health Advocate

This GW-paid benefit is available to you, your spouse or domestic partner, dependents, parents and your spouse's or domestic partner's parents. You are **not** required to participate in one of GW's medical plans to be eligible.

As you transition into retirement, Health Advocate can help you in the following ways:

- Define eligibility for pre- and post-65 situations, including coordination of benefits, comparison of plans, Medicare, Medicare Advantage, and GW provided plans
- Clarify insurance plan(s) and help you decide which plan is right for you
- Locate a best in class doctor and get an appointment
- Find doctors, specialists, hospitals and treatment centers
- Help estimate costs for medical procedures
- Research all current treatments for a medical condition and obtain objective, unbiased information
- Research and correct claims issues, untangle medical bills, uncover costs
- Locate services possibly not covered by plan such as transportation, nurse accompaniment, or alternate living arrangement options
- Locate eldercare and caregiver support resources

*Health Advocate does not replace your health insurance or the health plan's customer service line. It is meant to supplement your basic health coverage by providing a range of services to smoothly facilitate your interaction with health care providers and insurers.*

Contact: Health Advocate 1-866-695-8622

## Life Insurance

### Group Basic Life and Accidental Death/Dismemberment (AD&D)

Active faculty and staff receive group term life insurance in an amount equal to their annualized salary, rounded to the next highest thousand dollars. The maximum amount of coverage is one times salary or \$500,000, whichever is less. Please note: age reduction provisions apply for active employees age 70 and older. Please see the life insurance certificate for details, and review your current benefit confirmation statement available through [benedetails.gwu.edu](http://benedetails.gwu.edu).

- On your retirement date, the life insurance coverage is reduced to 80% of the life insurance in effect on your last full day of active work, rounded up to the nearest \$1,000.
- On July 1 coinciding with or next following the anniversary of retirement, the life insurance coverage is reduced to 60% of the life insurance in effect on your last full day of active work (not rounded), or \$2,500 if age 70
- On July 1 coinciding with or next following the second anniversary of retirement, the life insurance coverage is reduced to 40% of the life insurance in effect on your last full day of active work (not rounded) or \$2,500 if age 70
- On July 1 coinciding with or next following the third anniversary of retirement, the life insurance coverage is reduced to 20% of the life insurance in effect on your last full day of active work (not rounded) or \$2,500 if age 70
- On July 1 coinciding with or next following the fourth anniversary of retirement, the life insurance coverage is reduced to \$2,500

**Example 1:** An employee with a life insurance benefit of \$104,000 prior to retirement at age 60:

- On the date of retirement the benefit reduces to \$84,000
- On July 1 following the 1st anniversary of retirement the benefit reduces to \$62,400
- On July 1 following the 2nd anniversary of retirement the benefit reduces to \$41,600
- On July 1 following the 3rd anniversary of retirement the benefit reduces to \$20,800
- On July 1 following the 4th anniversary of retirement the benefit reduces to \$2,500

**Example 2:** An employee with a life insurance benefit of \$104,000 prior to retirement at age 68:

- On the date of retirement the benefit reduces to \$84,000 (age 68)
- On July 1 following the 1st anniversary of retirement the benefit reduces to \$62,400 (age 69)
- On July 1 following the 2nd anniversary of retirement the benefit reduces to \$2,500 (age 70)

Premiums for retiree group term life insurance are fully paid by the university. Premiums paid by GW for benefits in excess of \$50,000 are taxable to active employees and to retirees, and are reported on form W-2 each year. While you are an active employee, this information appears on your regular W-2 from GW. Once you are retired GW will generate and mail to you a special W-2 for the purposes of reporting this benefit.

The group accidental death/dismemberment plan terminates on your last day of employment and is not available after retirement.

### **Supplemental Group Term Life Insurance**

If you elected Supplemental Group Term Life for you or members of your family, you are eligible to apply for portability of your coverage up to, but not more than, the amount of life insurance in effect on your date of retirement. You must submit a portability form to The Standard within 60 days of your retirement date. Otherwise, your coverage will terminate on your last day of employment.

The group accidental death & dismemberment plan terminates on your last day of employment and is not available after retirement.

Contact:           The Standard                   1-866-756-8116

### **Universal Life Insurance**

For participants in the Universal life insurance plan, coverage terminates on the last day of the month following the month in which you retire. Current participants are eligible to continue their policies following retirement. If you wish to continue your Universal policy through Transamerica, please contact Transamerica Insurance Company within 30 days of retirement to retain your right to continue coverage.

Contact:           Transamerica                   1-800-400-3042

### **Disability Insurance**

#### **Long Term Disability**

The long-term disability plan provided by the university to full-time faculty and staff ends on your date of retirement. You will not be covered for any disability that arises after this time.

#### **Short Term Disability and Supplemental Long Term Disability**

If you are participating in the voluntary short-term disability or supplemental long-term disability plans, these plans will end at retirement.

#### **Current Recipients of Long Term Disability Benefits**

Faculty and staff who are disabled and are receiving benefits under the group long term disability plan provided by the university may continue to receive payments past retirement age, depending on the date of disability. However, your disability payments may be offset by some portion of your retirement benefits. For more detailed information, please contact Benefits Administration at (571) 553-8362.

### **Flexible Spending Account (FSA)**

If you are participating in an FSA, your participation will end on your date of retirement. If you are retiring in 2016, claims for eligible expenses incurred prior to your retirement must be submitted by April 30, 2017. You may continue participation in the healthcare FSA during retirement through COBRA for the remainder of the plan year in which you retire; however, payments (including an administrative fee) will be on an after-tax basis.

Note: the 75 day grace period is only available to COBRA participants who pay FSA healthcare premiums for the full calendar year.

The dependent care FSA cannot be continued after retirement. However, participants can submit claims for

eligible expenses incurred prior to December 31<sup>st</sup> up to the contributed amount, regardless of retirement date.

Contact: FSA                      PayFlex                      1-800-284-4885  
Claims Fax: 1-402-231-4310  
[www.payflex.com](http://www.payflex.com)

Contact: COBRA                  PayFlex                      1-800-359-3921  
[www.payflex.com](http://www.payflex.com)

### **Health Savings Account (HSA)**

If you are participating in an HSA, you will not be able to make any additional contributions after you enroll in any plan that is not a High Deductible Health Plan (HDHP). This includes the GW retiree medical plans and Medicare. If you are under 65, you can use the funds in your HSA to pay medical expenses and premiums for yourself and any dependents. If you reach age 65, become permanently disabled, or pass away, the funds in your HSA can be withdrawn for any reason without penalty, but normal income taxes will apply.

Contact:                              PayFlex                      1-800-284-4885  
  
[www.payflex.com](http://www.payflex.com)

### **Legal Resources**

If you participate in the legal resources plan, your coverage will end at midnight on the last day of the month following your retirement date. You will receive information for continuing coverage from Legal Resources within 45 days of your retirement date. If you choose to continue coverage, send your completed election from with payment directly to Legal Resources.

Contact:                      Legal Resources                  1-800-728-5768  
[www.legalresources.com](http://www.legalresources.com)

### **Tuition Benefits**

Retirees with more than ten years of full time equivalent service retain benefits for themselves, their spouse or domestic partner, and eligible dependent children who were dependents at the time of retirement, following their termination from the university. Dependents acquired after retirement are not eligible.

Retirees with less than ten years of full time equivalent service who retire at the normal retirement date retain tuition benefits for themselves, their spouse or domestic partner, and eligible dependent children who are already using the benefit at the time of retirement.

The level of benefits is based on the retiree's initial date of regular employment and their years of service



credit. Eligible dependents of retirees may also participate in the Tuition Exchange Program on a space available basis.

**Changes of Address or Personal Contact Information**

Please be sure to provide your current address and phone number to PayFlex. We periodically mail information to retirees, and may be unable to contact you without this information. In the event that you relocate in the future, please be sure PayFlex is notified of your new address and any change to your phone number.

Contact:            PayFlex                            1-800-359-3921

## Retirement Plans

University and employee contributions to the retirement plans end at retirement. Prior to your retirement, you should contact your investment provider(s) to request an analysis of the options available to you upon retirement, and any necessary forms for distribution. Rules regarding the transfer or withdrawal of retirement funds vary. You should consult with your provider(s) and with the Benefits Administration Department for more information.

Investment representatives with TIAA-CREF, The Equitable and Fidelity will provide you with the necessary forms which you must complete to begin receiving your retirement funds. If you request, they will also provide you with illustrations of the options available to you upon retirement. The phone numbers for the providers are listed below:

TIAA-CREF	1-800-842-2776
The Equitable	1-800-248-2138
Fidelity Investments	1-800-343-0860

In most cases, your investment provider(s) will be able to complete your distributions without additional authorization from GW. Please send completed forms back to your provider(s) for processing. Include the entire form and not just the signature page, and be sure that the form is completed and signed before sending it to your provider. If you have questions regarding how to complete the distribution form, please contact the appropriate investment representative at the number above. Please allow two to three days for processing by the provider.

If you have a specific problem or need additional assistance, please feel free to contact Benefits Administration.

## Continuation of GW Group Medical, Dental and Vision Insurance

### Medical Plans

To be eligible for medical insurance through the University during retirement, an employee must be enrolled in a medical insurance plan through the University at the time of retirement. Employees eligible for retirement from the university continue their current medical coverage or change to a different medical plan as needed. *(Please note: If an employee does not elect to continue GW group medical coverage at the time of retirement, he or she will **not** be able to enroll in any university-sponsored medical plan in the future.)*

- You and any members of your family who are covered under a GW medical plan and are **not eligible for Medicare**, must elect the UHC Choice Plus – Basic plan
- You and any members of your family who are covered under a GW medical plan and are **Medicare eligible** must elect UHC Blue 65 PPO.
- If you waive coverage at retirement, neither you nor any of your dependents will be able to enroll at a later time.

### Finding a Physician

UnitedHealthcare (UHC) has one of the largest networks in the nation, with more than 520,000 doctors and 4,700 hospitals. All of the UHC plans offered by GW are national plans, so almost anywhere you are in the country, you'll be able to find a network doctor or hospital and get the same benefit coverage level you find at home.

To locate a physician, go to [www.myuhc.com](http://www.myuhc.com) and select "Find a Physician". You will be asked to select a plan:

- If you are participating in the Choice Plus - Basic plan, select "UnitedHealthcare Choice Plus"
- If you are participating in the UHC Blue 65 PPO, select "UnitedHealthcare Options PPO"

### Dental and Vision Plans

To be eligible to continue dental and/or vision insurance plans through the university at the time of retirement, an employee must be enrolled in the plans through the university. If a retiree is not currently enrolled at the time of retirement but later wishes to enroll, he/she will need to wait to enroll during the following open enrollment period.

Retirees who elect to continue the GW group medical, vision and/or dental coverage will be billed monthly by PayFlex which is a contracted university service.

The following information pertains to retiree group medical, dental and vision coverage:

## **Changing Plan Options**

Retirees may reduce their coverage option (for example, change from family to two-party, or from two-party to individual coverage) at any time. However, changes to increase coverage may only be made during open enrollment periods, or within 30 days of a qualified life event (QLE), such as birth of a baby or marriage.

## **Cost**

Please review the “Benefits Guide for Retired Faculty” or “Benefits Guide for Retired Staff”, whichever is appropriate, to review specific premium information for the various family and Medicare statuses.

## **Open Enrollment**

Retirees will be notified of changes in health plans offered by the university in advance of scheduled open enrollment periods. Open enrollment is generally in October or November, with an effective date of January 1. Changes in rates, coverage, or services effective with the next plan year will be announced at this time. During open enrollment, you may increase coverage to a two-party or family plan.

## Coordination of Benefit Coverage

If you are a retired employee and are eligible for Medicare in addition to the group health coverage with GW, your Medicare plan(s) will pay as the primary carrier and GW will serve as the secondary payer. Claims must be sent to the primary carrier first. Any claims unpaid by the primary carrier should be submitted to the secondary payer.

If you are a retired employee age 65 or older and are not enrolled in Medicare Part B, the GW plan will apply the deductibles, copayments and other plan limits and pay the remaining charges minus what Medicare Part B would have paid. You will be responsible for any charges not covered by the GW plan. Please refer to your medical plan's SPD for additional details on Coordination of Benefits with Medicare.

If you are eligible for Medicare Part B and visit a provider who has opted out of Medicare, the GW plan will estimate the allowable expense based on usual, customary and reasonable charges, and pay as if this allowable expense was covered by Medicare. In other words, if you visit a provider who has opted out of Medicare, the GW plan will pay only a small portion of the charges.

### Retiree Health Benefits For Retirement Prior to Age 65

Employees who retire prior to age 65 will not be eligible to receive Medicare benefits until they reach age 65 or until otherwise eligible by law. Group coverage may be continued through GW at the retiree rate.

### Retiree Health Benefits For Retirement after Age 65

Employees who retire at or after age 65 will be eligible to receive Medicare benefits. Group coverage may also be continued through GW at the retiree rate. Medicare will serve as the primary insurance carrier, and GW (and any other insurer) will serve as the secondary payer. Individuals who have previously waived Medicare Part B due to group health plan coverage through GW may elect to enroll in Medicare Part B at retirement with no penalty.

You must contact the Social Security Administration regarding your eligibility for Medicare Benefits. A retiree who opts to remain enrolled in one of GW's group health plans must send verification of Medicare coverage to Benefits Administration upon receipt. PayFlex will advise the appropriate group health insurance carrier that the retiree is also now enrolled in Medicare (Part A and/or B), and that GW will no longer be the primary payer.

### Coverage for Spouses, Domestic Partners and Dependent Children

Upon retirement, you may elect to continue or discontinue the participation of your spouse, domestic partner, or dependent children who are currently enrolled under your university health plan. If your spouse, domestic partner or dependents are not participants at the time of your retirement, they may only be added to your plan during scheduled open enrollment periods or within 30 days of a qualifying life event (QLE). It is important that you notify Benefits Administration of any changes in your family status that may affect your coverage.

## **COBRA Coverage**

Federal Regulations (COBRA) require the university to notify you of your right to continue group health coverage through GW. Therefore, you will receive a COBRA notification from PayFlex via mail at the time of retirement. However, if you elected to continue your coverage through the university retiree benefits program, please ignore the COBRA notice.

In the event that your spouse or child becomes ineligible to participate in the university group health plan through divorce, legal separation, age or student status (in the case of dependents), they may continue participation in the university group health plan under COBRA. You must notify Benefits Administration within 60 days if one of above events occurs in order to maintain COBRA eligibility.

COBRA provides continuation of coverage rights for spouse and dependents for a maximum of 36 months. During the period of COBRA coverage, participants are responsible for paying the entire cost of the insurance premium, plus an administrative fee. Our COBRA program is administered through PayFlex. Information is available from Benefits Administration.

Additionally, your spouse and dependents have some protection from pre-existing conditions when changing benefit plans. You, your spouse, or dependents will automatically receive a Certificate of Creditable Coverage when coverage with the university group health insurance plan is terminated. The Certificate of Creditable Coverage will verify periods of health coverage which may be credited toward the reduction of pre-existing condition clauses in the future.

### **Continued Coverage upon the Retiree's Death**

In the unfortunate event that a retiree should die, group health coverage can be continued for the spouse or domestic partner and dependents. The spouse or domestic partner may continue indefinitely. The dependents may continue on the plan as long as they meet the requirements of a dependent (after which they would be eligible for COBRA coverage).

## Medicare Benefits

The Medicare Program has three parts: Part A, Part B, and Part D. Medicare becomes available at the beginning of the month in which you turn 65, whether you are retired or still working. You may defer enrollment in Part B until retirement.

The Social Security Administration will notify persons who are approaching age 65 of eligibility for benefits. However, we strongly advise you to contact your local office at least 90 days prior to your 65<sup>th</sup> birthday to apply.

### What is Covered

**Medicare Part A** Pays part of the cost of hospitalization, certain related inpatient care, skilled nursing facility or psychiatric hospital care, home health services, hospice care, and some durable medical equipment.

**Medicare Part B** Pays for physician services, physical therapy, diagnostic x-ray, laboratory fees, most out-patient services, and certain related services.

**Medicare Part D** Helps with the cost of prescription drugs.

### Enrollment

**Medicare Part A** Once you have applied for Social Security and your eligibility has been confirmed, you are automatically enrolled in Part A.

**Medicare Part B** Enrollment in Part B is optional, and you are not automatically enrolled in Part B when you become entitled to Part A. You must contact Medicare to enroll in Part B. If you are still employed at age 65, Medicare will allow you to defer enrollment in Part B until you terminate employment or waive plan coverage through GW.

There is a penalty equal to 10% of the premium for each twelve-month period after you are first eligible, but not enrolled in Part B. The penalty amount will be added to subsequent premiums. You may defer enrollment past age 65 without penalty if you are still employed and participating in a group health plan or if your spouse is an active employee and you are covered under his or her group plan. Upon retirement, persons who wish to enroll in Part B must notify the Social Security Administration. You should notify Social Security at least 90 days prior to your retirement, to allow sufficient time to process coverage by the effective date of your retirement, to avoid the 10% penalty to future premiums.

**Medicare Part D** Enrollment in Part D is optional. If you are covered by a GW retiree medical plan, which includes prescription coverage, you may delay your enrollment in Part D until you terminate employment or waive your coverage through GW, without incurring any penalty.

## Cost

**Medicare Part A** Part A is provided at no additional cost to you.

**Medicare Part B** Medicare Part B is financed by monthly premiums from enrollees in the program and general revenue from the federal government. These premiums are ordinarily deducted from any Social Security benefits you receive.

If you choose not to enroll in Part B when first eligible you may have to pay a higher premium once you do enroll. You will pay 10% more for each full 12-month period that you did not participate because of the reasons given above. This penalty begins at your 65<sup>th</sup> birthday, unless you are covered under an active medical plan, and is cumulative. Persons who have waived enrollment in Part B by virtue of enrollment in another health plan will not be subject to the 10% penalty.

**Medicare Part D** Medicare Part D is financed by monthly premiums from enrollees in the program and by general revenue from the federal government. These premiums are ordinarily deducted from any Social Security benefits you receive.

Premiums for Part B and Part D are calculated based on the recipient's income from two years prior. Therefore if you sign up in 2015, your premiums for 2015 will depend on your income in 2013. Please visit [www.Medicare.gov](http://www.Medicare.gov) for detailed information about premiums.

## Limitations in Medicare Coverage

Medicare does not provide complete health protection, and coinsurance and deductibles apply to many covered services. A deductible is the amount of out-of-pocket expense that must be incurred before Medicare will pay for a covered expense. Coinsurance is the portion or percentage of Medicare's approved amounts that you are responsible for paying. In some cases, the cost of deductibles and coinsurance payments may be substantial. For example, Medicare generally does not cover charges for expenses which occur outside of the U.S. or territories. You may elect to continue coverage through GW or obtain a Medigap policy to supplement coverage, depending on your needs.

## Medigap Insurance

Medigap policies are only available for Medicare participants. These voluntary contributory private insurance plans are available to cover the cost of deductibles, coinsurance payments, and other charges not covered under Medicare. Medigap insurance plans are regulated by federal and state law and must be clearly identified as Medicare supplemental insurance.

Retirees generally enroll in Medigap policies when Medicare serves as the sole provider of medical services and there is no secondary insurance policy to cover unpaid medical expenses. Federal law prohibits issuing duplicate coverage to Medicare beneficiaries, even if a combination of policies would pay full benefits.

There are ten (10) different types of Medigap plans, each with a letter designation ranging from the basic plan "A" to the most comprehensive plan "J". The plans are standardized to ensure that insurance carriers provide the same combination of benefits for each lettered plan, regardless of which plans are made



available. All Medigap insurance carriers are required to offer at least the basic plan "A".

If you are 65 or older, state and federal laws guarantee that for a period of six (6) months from the date you first enroll in Medicare Part B, you have a right to buy the Medigap policy of your choice. You cannot be denied Medigap insurance within this time period.

## Benefit Contacts and Additional Information

### Benefit Communication Materials

Many of the benefit plan carriers have additional materials available upon request to assist retirees and those contemplating retirement. Contacts for benefit plans and services are listed below. Additionally, Benefit Administration maintains a variety of information about your benefits, and can provide assistance to you on many issues which arise during your retirement years.

### Benefit Information Available Online

In addition to written materials which are available to you, an increasingly broad range of benefit information is available to you on the Web. Listed below are sites related to our benefit carriers, and a sampling of information and resources which may be relevant to you as a retiree.

Please note that the site locations change occasionally without notice.

ORGANIZATION	WEBSITE
GW Benefits Administration	<a href="http://benefits.gwu.edu">benefits.gwu.edu</a>
American Association of Retired Persons	<a href="http://www.aarp.org">www.aarp.org</a>
Social Security Administration	<a href="http://www.ssa.gov">www.ssa.gov</a>
Medicare	<a href="http://www.medicare.gov">www.medicare.gov</a>
TIAA-CREF	<a href="http://www.tiaa-cref.org">www.tiaa-cref.org</a>
Fidelity Investments	<a href="http://www.fidelity.com">www.fidelity.com</a>
The Equitable	<a href="http://www.equitable.com">www.equitable.com</a>
UnitedHealthcare (UHC)	<a href="http://www.uhc.com">www.uhc.com</a>
Aetna	<a href="http://www.aetna.com">www.aetna.com</a>
CVS Caremark	<a href="http://www.caremark.com">www.caremark.com</a>
The Standard	<a href="http://www.standard.com">www.standard.com</a>
PayFlex	<a href="http://www.healthhub.com">www.healthhub.com</a>

### Benefits Administration Department

**Address** 45155 Research Place  
Suite 160  
Ashburn, VA 20147

**Phone** (571) 553-8382

**Fax** (571) 553-8385

**Email** [benefits@gwu.edu](mailto:benefits@gwu.edu)

## Suggested Time Table

**Step One**      Approximately 90 days prior to retirement, contact local Social Security and Medicare office if retiring at age 62 or older. This is the time to arrange for the start of your Social Security Retirement Income. You can call for an appointment at 1-800-772-1213. You can find booklets as well as a local office locator at the Social Security Administration home page, located at [www.ssa.gov](http://www.ssa.gov).

**Step Two**      Approximately 90 days prior to retirement make an appointment with your retirement investment representative. The purpose of this meeting should be to clarify any questions you may have about your accounts including current fund allocation, accumulated balances, and distribution options.

Appointment Contact Lines:  
TIAA-CREF      1-866-843-5640  
Fidelity      1-800-343-0860

**Step Three**      Approximately 60 days prior to retirement, make an appointment with Benefits Administration at (571) 553-8382, or email [benefits@gwu.edu](mailto:benefits@gwu.edu). This appointment will help you to evaluate your benefit options and complete required paperwork for certain benefits that you are eligible to continue during retirement.

**Step Four**      If you are a Staff member, inform your supervisor of your retirement approximately 90 days in advance. If you are a Faculty member, please contact Faculty Personnel or your Department Chair to discuss your approaching retirement.