



Retirement Checklist

To retire or not retire...that is an *important* question!

If you're opting to trade driving a dozer for focusing on that "honey-do" list, we want to help you prepare for one of the most important decisions of your career. Are you really ready to retire? What do you need to consider? When should you start the process? Use this checklist to help you prepare for one of the best times in your life!

What is your target Annuity Starting Date? _____

PLEASE NOTE: Your Annuity Starting Date may be delayed if you do not submit the completed forms and required documents before your Annuity Starting Date. Review the information in the "Don't Wait Until the Last Minute!" section below.



Preparing For Your Retirement Journey

- ✓ **STAY INFORMED and INVOLVED:**
 - Read all the information you receive from the Midwest Operating Engineers Fringe Benefit Funds Office
 - Attend District Office meetings and General Membership meetings
 - Attend Fund Office presentation and events
 - Read the Local 150 Engineer
 - Read your Collective Bargaining Agreement
- ✓ **Sign-up for Electronic Consent** by completing the form located in your folder and return it to the Fund Office. If you lose or misplace this form, you can visit local150.org/moe/ to download another form.
- ✓ **Familiarize yourself with the Fund Office website** at local150.org/moe/ and gain an understanding of all your fringe benefits.
- ✓ **Register for and use your My150 Community website** at www.My150.com:
 - Update your profile information (address, phone number) and set your Communication Preferences
 - Review your My HOURS and compare to your quarterly statement and hours logged in your calendar book
 - Pay your dues online
- ✓ **Be sure to routinely review your designated Beneficiaries for each Fringe Benefit. You can update most of your Beneficiaries in your My150 account:**
 - You will need to contact Fidelity Investments to update your Beneficiary for the Retirement Enhancement Fund
 - If you want to make changes to your Beneficiary designation(s) for the \$20,000 Post-Retirement Lump Sum Death Benefit payable from the Pension Fund (if you meet the eligibility requirements), you will need to contact the Retirement Services Group (708) 579-6630 to update your Beneficiary(ies) for this benefit
- ✓ **Visit www.fidelity.com/atwork** and become familiar with the information regarding your Retirement Enhancement Fund (REF) account.
- ✓ **It's never too early to start a financial plan.** Consider reaching out to Fidelity Investments or Megent Financial to start planning today! Refer to the Important Contact Information sheet in your folder.



Planning: 5 Years Before Your Annuity Starting Date

- ✓ **Define your lifestyle:**
 - Will you continue to work and live your current lifestyle?
 - Will you be traveling?
 - Will you be moving?
- ✓ **Choose your target Annuity Starting Date (Must be the first of a month. You would like to retire at age 60 which is September 28, 2023; therefore, your Annuity Starting Date would be October 1, 2023 assuming all information is submitted and received by the Fund Office):**

- What age do you want to retire?
- Do you want to retire early? If so, how will this impact your retirement decision?
- As of your target Annuity Starting Date, will you be eligible for coverage under the Retiree Welfare Plan?
- ✓ Assess the financial risk of retirement:
 - Impact of longer lifespan (requires savings to last longer)
 - Rising health care costs
 - Inflation (affects cost of future purchasing vs. today's dollars)
 - Any future expenses you anticipate or any medical conditions?
 - Meet with your financial advisor to update your portfolio, provide target Annuity Starting Date
 - Have you created a will or discussed estate planning? If not, consider doing so now.



Strategizing: 3 – 5 Years Before Your Annuity Starting Date

- ✓ Learn about the retirement process
- ✓ Continue to monitor your eligibility requirements for the Retiree Welfare Plan
- ✓ Review your retirement benefits
- ✓ Consider whether your spouse is also retiring
- ✓ Create a retirement budget and review your investments, income, and expenses

Understand How Medicare Works (Part A, Part B, Part C, Part D)

- Some people receive Medicare automatically
- Others need to apply:
 - ❖ Your initial enrollment period is 7 months as follows:
 - Begins 3 months before the month you turn 65
 - Includes the month you turn 65
 - Ends 3 months after the month you turn 65
 - ❖ If you delay Medicare Part B during your initial enrollment period due to having active Welfare Fund coverage, submit Medicare Form CMS-L564 to the Fund Office for completion once you are ready to enroll
- If you are Medicare eligible and you meet the eligibility requirements for coverage under the Retiree Welfare Plan (RWP), **you must take Medicare Part A and Part B.** Medicare Part A and Part B will be your primary insurance and the RWP will be your secondary insurance.
- The RWP does not coordinate benefits with Medicare Part C.
- If you are eligible and want to enroll in the RWP Medicare Prescription Drug Plan (RWP Medicare PDP), your enrollment will be automatic **as long as the Fund Office has a copy of your Medicare Card on file.** If you have questions regarding the RWP Medicare PDP, please contact the Pharmacy Benefit Department (Refer to the Important Contact Information sheet).

Understand How Social Security Works

- Do I want to collect my Social Security benefit early?
PLEASE NOTE: If you want to start receiving your Social Security benefits at age 62, you can apply when you are at least age 61 years and 9 months.
- What is my Social Security Normal Retirement Age?
- Visit www.ssa.gov and create your “my Social Security” account.



Set Your Retirement Plans in Motion

Open Enrollment Before Your Annuity Starting Date

If you are in the MOE Health Plan Marketplace (eligible active hourly members), transfer your Credit Bank to your Retiree Medical Savings Plan (RMSP) account during the Open Enrollment period before your Annuity Starting Date, if feasible for your specific situation. To ensure you are transferring the correct amount, attend a scheduled Open Enrollment event to meet with a navigator and discuss your options.

PLEASE NOTE: Once you transfer credits to your RMSP account, you cannot transfer them back to your Credit Bank.

12 Months Before Your Annuity Starting Date

- ✓ Discuss retirement options with your family/spouse, if applicable
- ✓ If you are divorced, start gathering the required documents: divorce decree, marital/property settlement agreement, filed Qualified Domestic Relations Order (QDRO)
- ✓ Notify the Retirement Services Group if you have worked in other IUOE locals
- ✓ Apply for Social Security, if applicable
- ✓ Enroll in Medicare Part A and Part B, if applicable
- ✓ Consult with your financial planner and with your tax advisor
- ✓ Review your current sources of income. Is your Employer currently contributing to the Retirement Enhancement Fund (REF) on your behalf? If so, you may want to contact Fidelity to discuss your retirement options.
- ✓ Review your current budget
- ✓ If you will be relocating after you retire, register on My150 (www.My150.com) so you can update your address. Should you move outside Illinois, does your new state tax pension benefits? You will be responsible to pay state taxes when you file your annual income tax forms. The My150 community website will keep you informed about everything Local 150 with 24/7 access.
- ✓ There are special provisions if you are an Owner/Operator, so please contact the Retirement Services Group at (708) 579-6630 for information

6 Months Before Your Annuity Starting Date

- ✓ Discuss your anticipated last day worked with your current Employer
- ✓ Select an Annuity Starting Date (ASD):
 - Your ASD is the date you want your pension benefit to begin
 - You must meet the eligibility requirements for each pension type as of your ASD
 - Your ASD can be no sooner than the first of the month following the date you submit your completed application and required forms, subject to the 30-Day Waiver Form
 - Your Pension **must** start on your Required Beginning Date:
 - April 1 following the Calendar Year of the later of: (1) age 70½ or (2) when you terminate Covered Employment
 - If you are a 5% owner, April 1 following the Calendar Year you turn age 70½
- ✓ Call the Retirement Services Group to request a Retirement Application packet and benefit estimate. Determine whether you are eligible for the Retiree Welfare Plan or Post Retirement Lump Sum Death Benefit.

PLEASE NOTE: You must complete the Retirement Application no earlier than 180 days before your ASD and no later than 30 days before your ASD, unless you complete the 30-day Waiver Form.

Example: ASD → December 1, 2023

You must submit your **completed** Retirement Application no earlier than June 4, 2023, and no later than November 1, 2023, unless you complete the 30-day Waiver Form. If you complete the 30-day Waiver Form, you have up until November 30th to submit your Retirement Application.

- ✓ Start gathering your Beneficiary(ies) Social Security Numbers and contact information.
- ✓ Start gathering copies of required documentation:
 - Birth certificate and Social Security Card
 - Spouse's birth certificate and Social Security Card, if applicable
 - Marriage certificate, if applicable
 - Military Service records (DD-214), if you left Covered Employment to join one of the military branches and returned to Covered Employment within mandated federal requirements
 - REMINDER: If you are divorced, you must submit the filed Qualified Domestic Relations Order (QDRO), if applicable, divorce decree, and marital/property settlement agreement. Model Orders are available on <https://local150.org/moe/benefits/retirement/pension/pension-fund-forms-notice/>.

3 - 6 Months Before Your Annuity Starting Date

- ✓ Meet with the Retirement Services Group staff to review your benefit options
- ✓ Complete and submit all the required Retirement Application forms AND required documents to the Fund Office. Failure to do so may push back your ASD.
- ✓ Submit copies of your required documentation to the Fund Office

DON'T WAIT UNTIL THE LAST MINUTE!

Give yourself plenty of time to make this important decision and gather all the required documentation. The Fund Office understands there may be certain circumstances that prevent you from getting all of your required forms/ documentation submitted in a timely fashion.

PLEASE NOTE: Your pension payment will be delayed until the first of the month following the postmarked date that the Fund Office receives all your information; including completed forms, required documentation, and a filed QDRO.

Example: ASD → December 1, 2023

You have until November 31, 2023, to submit all your completed forms and required documentation.

If you do not submit any remaining items until a postmarked date of December 3, 2023, your ASD will be changed to January 1, 2024. You will no longer be entitled to an ASD of December 1, 2023.

If your ASD is postponed beyond the 180 days after you received your application, you will need to start the application process all over.

PLEASE NOTE: You may revoke your Retirement Application and ASD if your written consent is received by the Fund Office before processing your first pension check.

DON'T GET CAUGHT IN DISQUALIFYING EMPLOYMENT!

Making the decision to retire is not an easy one which is why the Fund Office is here to assist. You (and your spouse, if applicable) need to be sure that your decision is firm. Make sure you understand the Suspension of Benefits and Disqualifying Employment rules and regulations. To start your monthly pension benefit, IRS regulations require a legitimate severance from covered employment for a period of 30 days. A pre-arranged termination and subsequent pre-arranged reemployment date does not qualify as a legitimate severance from covered employment. You must cease performing services and have no intention of returning to work for any Contributing Employer of the Pension Fund.

If you have any questions regarding returning to work after your Annuity Starting Date, please be sure to contact the Retirement Services Group so that you do not get caught in Disqualifying Employment!

Start planning today to make the rest of your life the BEST of your life!