About the Office of Retirement Services
The Office of Retirement Services (ORS) is a division of the State of Michigan Department of Technology, Management and Budget. ORS administers retirement programs for more than a half million Michigan state and public school employees, judges, state police, and Michigan National Guard.

About This Publication
The intent of this publication is to summarize basic plan provisions under Michigan’s Public Act 300 of 1980, as amended. Current laws, rates, and factors are subject to change. Should there be discrepancies between this publication and the actual law, the provisions of the law govern.

This publication can be made available in alternative formats to meet the needs of our customers with visual or physical limitations. Please contact ORS if you require this service.
After You Retire
What Every Pension Recipient Should Know

Office of Retirement Services
State of Michigan

www.michigan.gov/orsschools
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I. Welcome to Retirement!

Congratulations! At long last, it’s time to reap the rewards of your many years of hard work as a dedicated Michigan public school employee.

In this book, we answer the pension and insurance questions most new retirees have. We also list some situations where you would need to contact us.

You can manage changes to your account quickly and easily by logging in to miAccount at www.michigan.gov/orsmiaccount. After you log in, you have secure access to change your insurance dependents, tax withholding, address, and much more!

The back page of this publication also provides complete details on how to contact ORS. Keep this book in a handy place as a reference.

Stay connected to your retirement plan

Like us on Facebook to get regular updates from the Office of Retirement Services (ORS). We share helpful information about retirement planning, links to free resources, and news updates.

www.facebook.com/MichiganORS
II. Your Pension Payments

You filed your retirement application, submitted the necessary paperwork, and you said farewell to your public school employment. Here’s what to expect.

**Finalizing Your Application**

After you terminate employment and submit all the required documentation, your employer gives us details of your wages along with any pay received in addition to your base contract such as retroactive contract settlements, longevity pay, and overtime pay.

Once we have your final wage information, we’ll verify your pension eligibility and put you on the retirement payroll. If you choose a retirement effective date that falls during a time when a large volume of applications are being submitted, we may process your application “on the fast track” so we can provide you with your first pension payment as soon as possible.

This simply means that we would not wait for your final payroll details from your employer to calculate your pension—we would use the
payroll information already reported. If this situation applies to you, we’ll send you an initial benefit award letter detailing your initial pension calculation and insurance information.

After your employer submits all of your final employment information, we’ll review your account and correct your monthly pension amount. If you were underpaid, we’ll issue a retroactive payment, and if you were overpaid, we will work with you to recover any overpayment. In either case, we’ll provide an updated status of your pension calculation.

**Payment Options**

**First pension payment.**
Your first pension payment will be paid in the month of your retirement effective date as long as your retirement application is submitted to ORS as described on our website under Ready to Retire, How to Apply.

**Ongoing pension payments.**
Pensions are paid on the 25th of each month for the month they are due. If the 25th falls on a weekend or holiday, watch for your payment on the preceding business day. (December payments are issued about one week early.)

**Your pension statements.**
Your pension statements are available at any time in miAccount. You can also view and print your 1099-R form in miAccount any time after January 1. This pension income statement reports the payments made to you during the previous year and any taxes withheld. You will need it to file your income tax return. ORS will
Also send you a copy of your federal 1099-R every January.

**Increases for MIP retirees.**

As a MIP retiree, you can look forward to a 3 percent increase beginning the second October after your retirement effective date. For example, if your retirement effective date is December 1, 2017, your first increase will be in October 2019.

The increase is based on your final pension amount after applying any early reduced or survivor option reduction. If you chose one of the equated options, the advance portion of your pension is not included when the 3 percent is calculated.

Your postretirement increase doesn’t compound, but it does accumulate. So, if your first postretirement increase is $36 per month, every October you can expect to get $36 more per month than you did the previous year.

**Note:** If you chose the 100 percent survivor option, your beneficiary will receive the same annual increase you received. If you chose the 75 percent or 50 percent survivor option, your beneficiary will receive either 75 percent or 50 percent of the annual increase you received.

**Increases for Basic Plan retirees.**

If you’re a Basic Plan retiree, you should not plan on a scheduled postretirement increase. However, in years when the plan’s investments exceed actuarial predictions you may receive a distribution of the excess earnings.
notified if and when a supplemental payment will be issued.

If you chose the equated plan. Your pension payment reduction under the equated plan takes effect the month after your 62nd birthday. If your birthday falls on the 1st or 2nd of the month, your pension is reduced the month in which you turn age 62.

If you chose the equated plan, your pension will be permanently reduced when you turn age 62.

It doesn’t matter when you actually begin receiving your social security checks—the pension reduction occurs at age 62. It also doesn’t matter how much your social security checks are—the pension reduction is based on the social security estimate you provided when you retired. As such, you won’t need to notify us when your social security begins.

If you disagree with a decision. If you disagree with any determination made by ORS about your retirement benefits, you may request a review by writing to ORS stating the basis for your disagreement and providing all information you believe supports your position. Your request will be thoroughly reviewed, and you’ll be notified in writing of the outcome.

IRS pension limits. Section 415(b) of the IRS code, which limits the amount of a pension that is payable from
a defined benefit plan, affects a small group of retirees who earned a very high pension. If you are in this group, ORS will let you know how the pension amount that exceeds the IRS limit will be paid to you.

**If you are overpaid or underpaid.**
The retirement law requires ORS to correct any payment errors. As a result, anyone who receives a pension payment in error will be required to repay it. This also applies if you are underpaid—if your payroll office reports a wage correction that results in an underpayment, you will be reimbursed.

**State of Michigan 401(k) and 457 Plans.**
If you were a participant in the Defined Contribution (DC) plan or Personal Healthcare Fund and you’d like to learn more about your options for your 401(k) and 457 accounts, contact Voya Financial® at 800-748-6128 or visit [http://stateofmi.voyaplans.com](http://stateofmi.voyaplans.com).
III. Your Insurance

As a public school retiree, you and your eligible dependents have the option of enrolling in health, prescription drug, dental, and vision group insurance plans.

**Your Health Coverage**

When your retirement application is processed, we forward your insurance enrollment information to the health, prescription drug, dental, and vision insurance carriers.

Each insurance carrier will mail insurance identification cards and materials directly to you. If you apply three months before your retirement, your cards will usually arrive by your retirement effective date. If you need health services before your cards arrive, contact the insurance carrier directly to get your policy number or to verify coverage.

You can find the list of current insurance carriers and contact information on the ORS website. The insurance carrier answers any questions about insurance claims or if you
want to know if a particular service is covered. If you have enrollment questions or problems, contact ORS.

We will notify you of any rate changes, which occur in January. The *Monthly Insurance Rates (R0072C)* are also posted on the ORS website under Forms & Publications.

**Personal Healthcare Fund.** If you have the Personal Healthcare Fund, you are not eligible for subsidized health, prescription drug, dental, or vision insurance through the retirement system.

If you, your spouse, and your dependents enrolled in insurance when you retired, you are responsible for the entire premium. If you disenroll from the plan at any time, you, your spouse, and your dependents cannot re-enroll. If your spouse or dependents are disenrolled at any time, they cannot re-enroll.

You cannot initiate a new insurance enrollment as a retiree.

For information about insurance eligibility and enrollment, contact ORS. For other information about your Personal Healthcare Fund, contact Voya® at **800-748-6128**. You can also visit [http://stateofmi.voyaplans.com](http://stateofmi.voyaplans.com).
**Premium Subsidy benefit.**

If you’re eligible, the plan pays a percentage of your monthly insurance premium (the amount you pay to have insurance coverage), and you are responsible for paying the balance of the premium amount.

If you took a deferred retirement (stopped working before you were eligible to draw your pension), the amount of your premium subsidy depends on your years of credited service and when you terminated your public school employment.

A delayed subsidy will apply if you initiated a service credit purchase on or after July 1, 2008, that allowed you to qualify for a pension earlier than if you did not make the purchase.

If you have the Graded Premium Subsidy and you retired under the Early Reduced Provision with 25 years of earned service, you’ll qualify for the maximum subsidy allowed by law. If you have fewer than 25 years of earned service as of your retirement effective date, you will qualify for the graded subsidy when you reach age 60 based on your years of service as of your retirement effective date.

**Medicare and Your Coverage**

Medicare is the federal health insurance program for people who are 65 or older, or otherwise receiving Social Security Disability benefits.

Medicare is divided into four different parts, which cover specific services. You will only
need to focus on these three if you enroll in a state-sponsored retiree insurance plan:

- Part A (Hospital).
- Part B (Medical).
- Part D (Prescription Drug).

**What you need to know.**

If eligible, you must have Medicare Parts A and B to enroll in retiree insurance and prescription drug programs. To allow for processing, we recommend you enroll in Medicare three months before you turn 65 or otherwise become eligible. For most people, Medicare begins at age 65 or after 24 months of Social Security disability.

If you, your spouse, or your dependents don’t enroll in Medicare Part B when first eligible, the insurance for that person will be canceled. If you request re-enrollment, coverage will begin on the first day of the sixth month after ORS receives all required forms and proofs.

If you become disenrolled from Medicare for any reason, you will be disenrolled from the retiree insurance plan. You may be billed for the services Medicare would have covered back to the date of disenrollment.

**Enrolling in Medicare.**

Enrollment may be automatic for you if:

- you paid into Medicare for 10 years, and
- are turning 65, and
- are receiving social security income.

Your timelines and enrollment process will
depend on whether you, your spouse, and eligible dependents:

- enroll in the retiree insurance plan and Medicare at the same time, or
- are already on Medicare when you enroll in the retiree insurance plan, or
- become eligible for Medicare after enrolling in the retiree insurance plan.

For full details on each scenario, go to www.michigan.gov/orsschools and click on Your Insurance Benefits, then on How Medicare Affects Your Coverage.

**Enrolling After Retirement**

If you have the Premium Subsidy and are enrolling yourself, your spouse, or dependents in insurance after retirement, your coverage will begin on the first day of the sixth month after ORS receives all required forms and proofs (unless you have a qualifying event). For example, if we receive your Insurance Enrollment/Change Request and/or HMO enrollment form with proofs on February 10, your coverage would begin August 1.

If you have the Personal Healthcare Fund, you cannot enroll in any insurance plan after your retirement effective date.

**If you have a qualifying event.**

If you, a spouse, or an eligible dependent have a qualifying event (such as change in family status or involuntary loss of other group coverage), and you have the premium subsidy benefit, your coverage can begin as early as
the first of the month after you apply and we receive the required proofs. Refer to the timely application and proofs section for more details on required time frames.

If you have the Personal Healthcare Fund, you cannot enroll in any insurance plan after your retirement effective date.

ORS must receive your completed application and proofs within 30 days of the qualifying event. If you do not meet this timeframe your insurance coverage will begin the first day of the sixth month after the date we received your completed application and proofs.

If ORS receives your completed application and proofs within 30 days of the qualifying event, and you meet other eligibility requirements, your start date depends on whether or not you have Medicare, and when you submit your request and proofs.

**Non-Medicare:** For retirees who do not have Medicare, coverage can begin the first of the month after we receive your completed application and proofs.

**Medicare:** For retirees with Medicare, if we get your request and proofs by the 15th of the month, we will enroll you the first of the following month. If we get the request and proofs later, but within 30 days of the qualifying event, you will not be enrolled until a month later. Learn more about how Medicare works with your coverage here.
Qualifying event examples.
The following are considered qualifying events for the purpose of adding or removing a dependent. You will need to provide proof of the qualifying event. Photocopies of proofs are acceptable.

- **Involuntary loss of coverage in another group plan.** Provide a statement on letterhead (certificate of creditable coverage) from the terminating group insurance plan.
- **Marriage.** Acceptable proof is a government issued marriage certificate and spouse’s birth certificate—both are needed.
- **Birth.** Acceptable proof is a birth certificate.
- **Adoption.** Acceptable proof is adoption papers. See Dependent Coverage for more information.
- **Death.** Acceptable proof is a death certificate.
- **Divorce.** Acceptable proof is an insurance change request. For enrollment, request must also include proof of loss of coverage from the previous benefit administrator which includes who is being terminated, when, and why.

If you’re changing insurance coverage, ORS will adjust your premiums, if needed, the month your insurance becomes effective. We cannot refund premiums withheld before or in the month you report the change. If you are adding a spouse or dependent due to marriage, birth, or adoption, be sure to submit the
request and proofs within 30 days of the event or their coverage will begin on the first day of the sixth month after ORS receives the required forms and proofs.

**Non-qualifying events.**
The following examples are not considered qualifying events for the purpose of adding or removing a dependent:

- Dropping other coverage because rates increase.
- Receiving a stipend in lieu of coverage.
- Termination of coverage for failure to pay your premiums.
- Lapse of coverage due to late enrollment in Medicare.

**Changing plans.**
If you are currently enrolled in an HMO, you must remain in the HMO for at least six months, unless the coverage is no longer available because of a move. To change plans, log in to miAccount and click on Insurance Coverage, or complete the Insurance Enrollment/Change Request (R0452C) and return it to ORS along with all required proofs.

Coverage will begin the first day of the month after ORS receives your materials if you are enrolling in BCBSM (with or without OptumRx prescription drug) or moving out of an HMO coverage area. Coverage will begin the first day of the second month if you are voluntarily changing HMOs.

**If you have other health insurance.**
It is your responsibility to keep ORS informed...
of any changes that may affect your own and your dependent’s eligibility and/or coverage, so be sure to notify ORS when anyone on your insurance has coverage under another insurance plan.

If you and your spouse are both Michigan public school retirees, you’ll be covered together under one contract.

**Required proofs for enrollment.**
For a full list of proofs needed for each type of dependent, go to our website and click on Your Insurance Benefits, then on Enrollment: When Coverage Begins.

**Coverage For Your Dependents**
Eligible dependents for health, prescription drug, dental, and vision insurance plans include:

- Your spouse. If he or she is an eligible public school retiree, you will be covered together on one contract.

- Your unmarried child by birth or legal adoption until December 31 of the year in which he or she turns age 19. In the case of legal adoption, a child is eligible for coverage as of the date of placement. Placement occurs when you become legally obligated for the total or partial support of the child in anticipation of adoption.

- Your unmarried child by legal guardianship until age 18.

- Your unmarried child by birth or legal adoption who is a full-time student and dependent on you for support, until December 31 of the year in which he or she
reaches age 25 or the end of the graduation month, whichever comes first. See Affordable Care Act in this section for more information.

- Your unmarried child by birth or legal adoption who is totally and permanently disabled, dependent on you for support, and unable to self-sustain employment.
- Either your parent(s) or parent(s)-in-law residing in your household—one set of parents or the other, but not both.

Coverage for your eligible dependents is the same as yours.

You are responsible for immediately notifying ORS of any change in your status or that of your dependents that would affect insurance eligibility. If it is discovered that an ineligible person is covered by you, that person will be terminated retroactively and you may be responsible for repaying any claims made on their behalf.

**Required proof(s) for coverage.**

You will be asked to provide photocopies of the following:

- Marriage certificate if you’re adding a spouse.
- Birth certificates as proof of age and relationship.
- IRS form 1040 that identifies the child as your dependent or a letter from your tax preparer (on letterhead) declaring your dependent is eligible but files their own taxes.
School records as proof of full-time attendance, which must include dependent’s name, dates enrolled, name of institution, and number of credit hours or deemed full time.

Court orders to prove legal guardianship (if applicable).

Driver’s license or tax returns as proof of residence for your parent(s) or parent(s)-in-law.

These documents are referred to as proofs, proving your eligibility for coverage. For more information about the required proofs you may need to submit to enroll a dependent in insurance, go to our website and click on Your Insurance Benefits, then on Enrollment: When Coverage Begins.

**Note:** The timeframe to submit enrollment request and proofs for dependents is the same as enrolling yourself in insurances.

**Coverage for disabled dependents.** To ensure coverage for your incapacitated child, you will need to provide:

- A current letter from the attending physician detailing the disability, stating the child is totally and permanently disabled, and incapable of self-sustaining employment.
- The IRS form 1040 that identifies the child as your dependent.

Coverage for a disabled dependent can begin the first of the month after ORS approves his
or her eligibility, so it is important to provide documentation early as possible. In some cases we may ask for additional information to determine medical eligibility. This may delay enrollment.

**Note:** The timeframe to submit enrollment request and proofs for dependents is the same as enrolling yourself in insurances.

**Additional notes about insurance for your dependents.**

**Affordable Care Act.** Federal law changes in 2010 extended coverage to adult children up through the age of 26; however, the federal government has determined that this provision of the law does not apply to non-federal governmental retiree only plans, like the Michigan Public School Employees’ Retirement System. Because of this, your dependents are not automatically eligible for the health plan until age 26 as they were under your active employer insurance plan.

**COBRA insurance.** A federal law known as COBRA (Consolidated Omnibus Budget Reconciliation Act), allows your spouse or child the option of paying for continued health insurance coverage for up to 36 months after a qualifying event that results in the loss of eligibility. Your health insurance carrier may also offer a conversion policy for dependents. Your dependents will be notified of these options by the health insurance carrier. Contact the insurance carrier for more information.

**Survivor coverage.** If you choose a survivor
If you choose a survivor option for your pension and you have the Premium Subsidy benefit, your designated pension beneficiary can enroll in or continue group insurances after your death. If you choose your spouse as your survivor pension beneficiary, your eligible dependents who were covered at the time of your death will also continue to receive insurance benefits, as long as they remain eligible.

If you choose a survivor option for your pension and you have the Personal Healthcare Fund, any eligible beneficiaries and dependents who were already enrolled in insurance plans at the time of your death may continue to be enrolled in those insurance plans and they will continue to be responsible for the entire premium. If they terminate the plan at any time, they will not be able to re-enroll.

**Divorce.** If you divorce, your former spouse’s coverage ceases as of the end of the month in which the divorce occurs. He or she may be eligible for COBRA continuation, however.

If you are covered under your spouse’s plan at the time of divorce, and lose coverage, it is considered a qualifying event. For more information about qualifying events and enrollment time frames, go to our website and click on Your Insurance Benefits, then on Enrollment: When Coverage Begins.
IV. Working After You Retire

If you are returning to work, these are things you need to know before you begin working:

Work That Won’t Affect Your Pension

There is no limit on your earnings (see exception under “Working After Receiving an Approved Disability Pension” in this section) if you return to work in:

- A private sector job outside of a Michigan public school reporting unit.
- A private or parochial school in Michigan.
- A public school in another state.
- A public college or university in Michigan that’s not a part of the Michigan Public School Employees’ Retirement System.

You can earn as much as you can in these situations and still collect your full pension.

Working After Receiving an Approved Disability Pension

Because of the nature of a disability pension, you must gain approval from ORS before you return to work for any employer. Write a letter to ORS before you resume working that includes:

- A job description;
- Complete information regarding the type of work you’ll be doing; and
- The name of your potential employer.
Failure to gain advanced approval may result in termination of your disability pension.

**Public School or State Employment**

**Bona fide termination.**

You cannot work in a Michigan public school reporting unit or for the State of Michigan during the month of your retirement effective date, even as a volunteer.

You can’t have a promise of reemployment or a contract for future employment in place to work in a Michigan public school reporting unit before you terminate employment and begin collecting your pension. A bona fide termination means there is a complete severing of the employee/employer relationship. If you are collecting your pension and it’s subsequently discovered that a bona fide termination did not exist, you will be required to repay pension payments you erroneously received.

In addition, you will be disenrolled from insurance retroactive to your retirement effective date. Any medical costs you incurred during this time will be your responsibility.
Public school employment.

You may be subject to earnings limits or temporary forfeiture of your pension if you return to work either for or in a Michigan public school reporting unit. Working for a Michigan public school reporting unit means you have been hired directly by the school. You can also be working in a Michigan public school reporting unit, but hired through a third party or as an independent contractor.

For details, go to our website and click on After Retirement, then on Working After You Retire.
V. What Your Survivors
Should Know

When you applied for your pension, you elected either a straight life option, which provides no ongoing benefit to your survivors after your death, or one of the survivor options, which continues payments for the lifetime of the person you named as your survivor pension beneficiary.

Whether ongoing benefits are due or not, your survivor should contact us upon your death. We will ask for your social security number and a photocopy of the death certificate.

If you were also in the Defined Contribution (DC) plan or the Personal Healthcare Fund as an active employee, your survivor should also report your death to Voya. For more information, go to http://stateofmi.voyaplans.com or call Voya at 800-748-6128.

Continued insurance for your survivors.
If you chose the straight life option, coverage for your enrolled spouse and dependents stops on the last day of the month of your death. However, they may be eligible to continue insurance coverage for up to 36 months through COBRA or for an unsubsidized group conversion policy as described in Section III–Your Insurance.

If you elected a survivor option for your pension, your designated pension beneficiary
can enroll in or continue group insurance coverage after your death.

**Premium Subsidy benefit.** If you have the Premium Subsidy benefit and chose your spouse as your survivor pension beneficiary, your eligible dependents who were covered at the time of your death will also continue to receive insurance benefits, as long as they remain eligible.

If you elected your spouse as a survivor pension beneficiary after your pension began, upon your death he or she will remain eligible for insurance coverage but must pay the entire premium. The premiums will be deducted from the pension. If the pension does not cover the entire cost of the monthly premium, a bill will be sent for the remainder.

**Personal Healthcare Fund.** If you have the Personal Healthcare Fund and chose your spouse as your survivor pension beneficiary, your eligible dependents who were covered at the time of your death have the option to continue insurance benefits. However, they will continue to be responsible for the entire premium, and if they disenroll from the plan at any time, they will not be able to enroll.
VI. When to Contact ORS

In this section, we list the most common situations that would require contact with ORS. Use it as a general guide only. We can’t list every possible event that should be reported, so it’s best to contact us if you’re not sure.

You can use the secure Message Board in miAccount, www.michigan.gov/orsmiaccount, to contact an ORS representative. In addition, we have a vast amount of information on our website, www.michigan.gov/orsschools, and our online publications and forms.

Don’t forget—In many of these situations, you may also need to contact Voya if you were in the Defined Contribution (DC) retirement plan or the Personal Healthcare Fund. You may log in to your accounts at http://stateofmi.voyaplans.com or call 800-748-6128.

ADDRESS CHANGE

Be sure we know your current mailing address, physical address, and email address at all times so you receive your statements and other important notices. Your physical address is where you actually live while your mailing address is where you wish to receive your mail. You can now enter a PO box for your mailing address. Address changes can be made in miAccount.

We’ll notify your insurance carriers of your address change; however, it may take up to 30
days before the carrier can take action. If you’re insured by an HMO, check to make sure that you can still be enrolled in your HMO at your new address (HMO availability is determined by county). Contact the HMO for more information or go to the Insurance Options Summary (R0379C) form for the list of counties. If your address change means you need to enroll in another plan, make sure to enroll at least a month before you move to avoid a gap in coverage.

If you are enrolled in a Medicare Advantage plan, make sure to change your address with Social Security.

See Direct Deposit Change (in this section) if you are changing your direct deposit account.

### BIRTH OR ADOPTION

Ordinarily, the birth or adoption of a child after you retire will not affect your pension. However, if you wish to enroll your child in your insurance plans, you can do so using miAccount or by submitting the Insurance Enrollment/Change Request (R0452C) form within 30 days of the event, as explained in Section III–Your Insurance.

### DEATH

To report a death, use the miAccount Message Board. Be sure to select the Reporting a Death message category.

**Death of the retiree.**

Upon your death, your personal representative (family member, executor) should contact ORS
as quickly as possible. We’ll need your social security number and a photocopy of the death certificate. Your representative should also contact Voya Financial® at **800-748-6128** if you are a MIP or Basic DC Converted member or are in the Personal Healthcare Fund. See Section V–What Your Survivors Should Know for information to give to your survivors.

**Death of survivor pension beneficiary.**
If you elected a survivor option and your pension beneficiary dies before you, notify ORS and provide a photocopy of the death certificate so we can adjust your pension amount to the full (unreduced) straight life pension. Your pension will “pop up” to the full (unreduced) straight life pension. If you elected the equated plan and your beneficiary dies before you, your benefit will revert to the straight life equated amount.

If any person receiving a survivor benefit dies, ORS should be contacted immediately. We will need the social security number of the beneficiary who was receiving benefits, along with a photocopy of the death certificate.

**Death of insurance dependent.**
If anyone enrolled as a dependent in your health, prescription drug, dental, or vision insurance plan dies, report the death immediately using the Beneficiaries and Dependents section in miAccount or the *Insurance Enrollment/Change Request (R0452C)* as explained in Section III–Your Insurance. Send a photocopy of the death certificate along with the completed form.
More information about reporting a death can be found in Section V–What Your Survivors Should Know.

**DISABILITY RETIREMENT**

If you're receiving a disability retirement, you should notify ORS if your condition improves.

If you are thinking about working and are under age 60, you must first gain approval from the Michigan Public School Employees Retirement Board. If the board approves your return to work, you will be subject to an earnings limitation. This means that if your earnings exceed the limit set each year by statute, you will have to pay back any excess amount. Be sure to contact ORS in advance if you're a disability retiree under age 60 considering employment. We will give you more information about preapproval rules and the earnings limitation at that time.

**DIVORCE**

If you divorce after retirement, your pension will not be affected unless you elected a survivor option. To change your survivor option to a straight life pension, you must submit a court order, called a Domestic Relations Order (DRO). To assist you and your attorney, we provide instructions and downloadable, fillable DRO forms on our website. These are the preferred DRO documents to file with ORS. They are the fastest, most efficient way to complete your filing. Complete the form online, save it, print...
it, then take the printed copy to the court for the judge’s signature.

If your former spouse is enrolled as a dependent in your health, dental, or vision insurance plan, his or her eligibility will cease. Report the divorce immediately using the Insurance Change Request (R0452C) form or miAccount. Include a copy of your divorce decree.

Since we cannot adjust your insurance premiums until we receive your Insurance Change Request (R0452C) and because we cannot refund excess insurance premiums, be sure to send this form in as soon as possible.

A divorce could mean that you need to change your address in miAccount. See Address Change at the beginning of this section for more information.

You may also need to change your name with us. See Name Change later in this section for details.

### DIRECT DEPOSIT CHANGE

The quickest way to change your direct deposit is in miAccount. Ordinarily, if we receive your request by the first day of the month, your next payment should be deposited to your new account. Do not close your old account until your pension payment has been successfully deposited in your new account.

### EMPLOYMENT

Returning to work after you retire could affect your public school pension. Go to Section IV–Working After You Retire for full details.
Marriage of retiree.
If you marry after your pension begins and you want to add your new spouse to your insurance plans, change your address, or add your new spouse as a survivor pension beneficiary, report the marriage to ORS. Otherwise, your marriage will not affect your pension payments. If you're in a MIP or Basic DC Converted member or are in the Personal Healthcare Fund, contact Voya® at 800-748-6128 to report the marriage.

Adding your new spouse to insurance. If you wish to enroll your new spouse in your insurance plan, you can do so in miAccount or by completing the Insurance Enrollment/Change Request (R0452C) form. Submit the information and a copy of your marriage certificate to ORS within 30 days of the marriage. For retirees who do not have Medicare, coverage can begin the first of the month after we receive your completed application and proofs. For retirees with Medicare, if we get your request and proofs by the 15th of the month, we will enroll you the first of the following month. If we get the request and proofs later, but within 30 days of the marriage, you may not be enrolled until a month later.

Changing your address. Log in to miAccount to change your address. See Address Change at the beginning of this section for more information.

Naming a new spouse as a beneficiary. You may name a new spouse as a survivor pension
beneficiary under the following conditions:

- If you were married at the time of retirement and have since been widowed and remarried, you can name a new spouse as pension beneficiary as long as you elected a survivor option (100, 75, or 50 percent—not straight life) for your late spouse at the time of retirement. Your new spouse will receive the same survivor option you elected for your spouse at the time of retirement.

- If you were single at the time of retirement and subsequently married, you can name a new spouse if you elected the straight life option at retirement.

**Note:** If you name your spouse as a pension beneficiary, your pension will be reduced because we will recalculate it using the standard actuarial formula.

You may name your spouse as a survivor pension beneficiary after you have been married at least 179 days, but before you’ve been married a year (12 months).

If you meet all of the conditions listed above and wish to see how much your pension will be reduced by naming your new spouse as a beneficiary, log in to miAccount or contact our office to receive an estimate.

Upon your death, the pension payment will be paid for your spouse’s lifetime, provided your death does not occur within 12 months of naming your new spouse as a survivor pension.
beneficiary. If your death does occur within 12 months of the election, pension payments to your surviving spouse will end 12 months after your death.

Regardless of when your death occurs, if you named a new spouse as pension beneficiary after you retired and you have the Premium Subsidy benefit, subsidized insurance coverage for your spouse will end upon your death. If your spouse was enrolled in insurance at the time of your death, your spouse will continue to be enrolled in those insurance plans but will have to pay the entire premium. The full monthly premiums will be deducted from the pension. If the pension does not cover the entire cost of the monthly premium, a bill will be sent to your spouse for the remaining balance.

**Marriage of survivor pension beneficiary.**
If you are receiving a survivor pension on the account of a deceased public school retiree, you don’t need to report your marriage because your pension will continue as usual. Your new spouse can receive insurance coverage if you have the Premium Subsidy benefit. However, the retirement system will not subsidize the insurance premium for the new spouse as it does for you.

**Marriage of insurance dependent.**
Only unmarried dependents are eligible for insurance coverage. If a dependent child enrolled on your insurance marries, you must notify ORS immediately to remove them from the contract. Use miAccount or the *Insurance Enrollment/Change Request (R0452C)* form.
If eligible, you must have Medicare Parts A and B to enroll in retiree insurance and prescription drug programs. To allow for processing, we recommend you enroll in Medicare three months before you turn 65 or otherwise become eligible. For most people, Medicare begins at age 65 or after 24 months of Social Security disability.

If you, your spouse, or your dependents don’t enroll in Medicare Part B when first eligible, the insurance for that person will be canceled. If you request re-enrollment, coverage will begin on the first day of the sixth month after ORS receives all required forms and proofs.

If you become disenrolled from Medicare for any reason, you will be disenrolled from the retiree insurance plan. You may be billed for the services Medicare would have covered back to the date of disenrollment.

Be sure to let ORS know if your premiums aren’t reduced when Medicare starts. We cannot refund premiums that were withheld before or in the month you report the change.

For more information about Medicare enrollment, go to Section III-Your Insurance.

Notify ORS after three days if your regular direct deposit payment is not deposited to your account.
NAME CHANGE

If you divorce or marry and change your name, let us know by completing the Name, Address and Contact Information Change (R0357X).

POWER OF ATTORNEY

The Financial Power of Attorney is a legal document authorizing someone to act on your behalf to conduct financial business. Copies of this document can be filed with any organization with which you conduct financial business, including the Office of Retirement Services.

After filing the Financial Power of Attorney, your representative will be allowed to conduct business with ORS related to pension payments, pension tax withholdings, and tax documents (like the 1099-R). Your representative can also conduct business related to medical, pharmacy, dental, and vision insurance coverage, changes, and premium payments. Your representative is not allowed, for statutory reasons, to change beneficiaries for any reason on any type of account.

Filing a Power of Attorney form with ORS sets certain actions into motion. Be sure when you file the form that you really want the following things to happen:

■ ORS will be able to discuss your account with your named representative, just as if it were you on the phone. Without this form, regardless of your family relationship, we cannot release any financial or health...
information. If you file a Financial Power of Attorney, we could talk to either you or your representative. However, if conservator or guardianship papers are also filed, we could only talk to your representative.

The address listed for your named representative on the Financial Power of Attorney becomes the address of record for all mailings. **Be sure when you file that you intend to have this action taken.** The representative will need to keep us updated if his or her address changes.

ORS will share the name and address of your representative with your insurance carriers so they may also use that address as the address of record for all mailings.

You can revoke you Financial Power of Attorney, but you must do so in writing with a copy to all parties, including ORS and your representative.

While you’re in the process of considering a Financial Power of Attorney, you may want to consider a more comprehensive approach towards both your finances and health care in retirement. A conversation is a great beginning, but a more formal document, known as an Advance Directive, will clearly state your wishes about a course of medical treatment should something happen to you.

Please remember, you retain control over these decisions right now, while you’re healthy. Begin a conversation with your loved ones about these issues. We’ve provided information and resources that will help
you with this planning on our website at www.michigan.gov/orsschools. Click on After Retirement, then on Power of Attorney and Advance Directives Resources.

SOCIAL SECURITY

You don’t need to notify ORS when your social security payments begin because it will not affect your pension. If you chose the equated plan, remember that your pension will be reduced when you turn age 62 regardless of how much your social security benefit is, or when it begins. The reduction in your pension is based on the social security estimate you provided when you applied for your pension.

TAXES

You can change your Michigan and federal tax withholding rate at any time in miAccount.

If you move out of Michigan permanently and want to cancel your Michigan tax withholding, log into miAccount.

Log in to miAccount any time after January 1 to view and print your 1099-R so you can file your income tax returns. This statement shows how much was paid to you during the year in pension benefits, as well as how much was withheld in taxes. ORS will also send you a copy of your 1099-R every January.
VII. Enjoy Your Retirement!

We hope that after reading this booklet you have a better understanding of how your pension and insurance benefits are handled, and how to report changes that could affect those benefits.

Our goal is to provide all the resources you need to make sound retirement decisions, so don’t hesitate to contact us if you have any questions.

What You Should Do

- Read this booklet, and keep it in a safe, handy place for reference.
- Read Connections, our retiree newsletter that we send twice a year.
- Use miAccount to view your pension statements and keep your personal information current.
- Make sure to update your email address in miAccount if it changes after you retire.
- If you’re not sure whether you need to report something, check our website or contact us. This booklet is only a guide, and doesn’t list every event that could affect your pension or insurance.
- Enjoy your retirement!
AT YOUR SERVICE

www.michigan.gov/orsschools

www.michigan.gov/orsmiaccount
miAccount is your personalized online account access. Use our Message Board to contact an ORS representative.

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