



SEPARATION FROM EMPLOYMENT CHECKLIST

SEPARATION PROCESS WITH THE CITY

- Submit signed resignation letter to Supervisor and cc Human Resources Dept.
- Human Resources Dept.(HR) will send meeting notice for separation review and exit interview
- Verify address on record with HR/Notify HR of any change during the year for W-2 mailing
- Contact HR to finalize last day worked and discuss final payroll including vacation accruals
- Contact Department Supervisor for check out procedures/return of all City property
- Park in Visitor Parking on last day if applicable

DEPARTMENT OF RETIREMENT SYSTEMS (DRS) - 401(a) Retirement Plan

- Register for online access to DRS personal account: www.drs.wa.gov
- Investigate plan provisions for contributions withdrawals or rollovers to qualified plans
- Contact DRS to request future Annual Statements be mailed to home address
- Update future address and beneficiary changes directly with DRS @ 1.800.547.6657

HEALTH INSURANCE OPTIONS

- City paid benefits end the last day of the month during the last month of employment
- COBRA information on continuation of coverage/cost will be mailed to address on record
- Investigate other Individual Health Care Options
- Participants of Flexible Spending Account (FSA): Check balances to avoid forfeitures

LIFE INSURANCE OPTIONS

- Request Group Life Insurance Conversion Request form from HR if interested in continuing an individual life insurance policy. Eligibility and terms may vary.
- Investigate other Insurance Options

DEFERRED COMPENSATION PROGRAM (DCP) - 457 Plan

- Register for online access to DCP personal account: www.drs.wa.gov/dcp
- Contact DCP to obtain Distribution/Rollover Instructions
- Quarterly statements will be mailed to participants
- Update future address/beneficiary changes directly with DCP @ 1.888.327.5596

MUNICIPAL EMPLOYEES' BENEFIT TRUST (MEBT) CITY OF BELLEVUE - 401(k) Plan

- Register for personal online access to MEBT: www.MEBT.org
- Participant Distribution Election forms are mailed to participant two payroll cycles after separation
- Annual statement will be mailed to participants
- 1099 Tax Statement reflecting distributions will be mailed to participants by February 1
- Update Address Changes directly with MEBT Service Center Phone:1.877.690.5410

CONTACT NUMBERS FOR CITY OF BELLEVUE EMPLOYEES

DRS PENSION PLANS - 401(a) Plan

DEPARTMENT OF RETIREMENT SYSTEMS (DRS) 1-800-547-6657
LEOFF, PERS, and PSERS
PO BOX 48380 OLYMPIA WA 98504-8380
DRS Seminar/Workshop Registration 1-888-711-6676
DRS Internet Address: <http://www.drs.wa.gov>.

PERS PLAN 3 DEFINED CONTRIBUTION (DRS) 1-888-327-5596
WSIB Plan and Self Directed Plan
Recordkeeper: Empower Retirement Services
PERS Plan 3 Internet Address: <http://www.drs.wa.gov/plan3>

SOCIAL SECURITY ADMINISTRATION (SSA) 1-800-772-1213
Bellevue Office: 636 120th Ave NE #100 BELLEVUE WA 98005
SSA Internet Address: <http://www.socialsecurity.gov>

DEFERRED COMPENSATION PROGRAM (DCP) - 457 Plan

State of Washington DRS DCP - Group Plan #98953-01
DCP Client Service Fax 360-586-5474 1-888-327-5596
PO BOX 48380 Olympia WA 98504-8380
Internet Address: <http://www.drs.wa.gov/dcp>

CITY OF BELLEVUE – MEBT 401(k) Plan

MEBT SERVICE CENTER (8:30am-5:00pm) 1-877-690-5410
City of Bellevue Human Resources Retirement Services 425-452-7198
PO BOX 90012 BELLEVUE WA 98009-9012
Internet Address: <http://www.MEBT.org>

MEDICAL

STATEWIDE HEALTH INSURANCE BENEFITS ADVISORS 1-800-39-SHIBA
Internet Address: <http://www.insurance.wa.gov/shiba/index.shtml> (1-800-397-4422)
Office of the State Insurance Commissioner <https://www.insurance.wa.gov/>

CENTERS FOR MEDICARE & MEDICAID SERVICES 1-800-MEDICARE
Internet Address: <http://www.medicare.gov> (1-800-633-4227)

TAX INFORMATION

INTERNAL REVENUE SERVICE (IRS) Recorded Tax Information 1-800-829-4477
Internet Address: <http://www.irs.gov>