

INFORMATION WHEN SEPARATING/RETIRING FROM THE CITY OF BELLEVUE

STEPS WHEN SEPARATING/RETIRING FROM THE CITY

- Submit written or email notification of your resignation, including your termination date (which is the last day you worked), to your manager and cc: your Human Resources Consultant.
- Human Resources will send a meeting notice for an exit interview, which includes a review of the [Separating from Service](#) benefits brochure, if you are a fully benefited employee (FTE or LTE).
- Verify your address using [MySelf Service](#) and make any updates as needed. Notify Human Resources of any address change during the year for the W-2 mailing.
- Coordinate with your manager the return of City of Bellevue property and equipment on or before your last day of work to your manager, such as photo ID badge, ProCard, ORCA card (bus pass), GETS calling card (emergency phone card), technology equipment & accessories (laptop, keyboard, mouse, monitor, etc.), keys and any other city-issued items.
- Discuss with your manager whether to record a voicemail message and set up an out-of-office auto-reply email message to let others know you are no longer with the city, referring them to the appropriate contact.
- City Hall employees: Park in Visitor Parking on or before your last day as you will not have your badge to exit the City Hall garage.

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

- Register for online access: www.drs.wa.gov.
- Understand withdrawals, and/or rollovers to qualified plans.
- Estimate your retirement income in your online account to help plan for retirement at any point. Log into your online account and select the [benefit estimator tool](#).
- Update address and beneficiary changes directly with DRS.

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

- Register for online access: www.MEBT.org and click "MEBT Account Online Access".
- Irrevocable transfers from MEBT Pooled Trust Account to Money Market are allowed 3 years prior to normal retirement date and after separation from service.
- For distributions, contact the MEBT Service Center at 1-877-690-5410 or request a distribution through the MEBT website. You may be able to keep your account with MEBT, with administration fees applying.
- 1099 Tax Statement reflecting distributions are mailed to participants by Feb 1.
- Update Address Changes directly with the MEBT Service Center.

DEFERRED COMPENSATION PROGRAM (DCP) – 457 Plan

- Register for online access: www.drs.wa.gov/dcp.
- Contact DCP to obtain distribution or rollover Instructions at 1-888-327-5596. Distributions are available after the final paycheck is processed. You may be able to keep your account with DCP, with administration fees applying.
- Update address/beneficiary changes directly with DCP.

NOTE: Your final paycheck will include any eligible accrued unused vacation leave cash outs. Unrepresented employees leaving city employment with at least 20 years of service or immediately retiring with the Department of Retirement Systems (DRS) are also eligible for cash outs of 10% of accrued unused sick leave. If you want all, or part of your vacation and/or sick leave cash out amounts to go to your MEBT and/or DCP plans on your final paycheck, email payroll@bellevuewa.gov or call 425-452-7652 at least 60 days before your last working day with the city. Provide detail of how much of your cash out you want to go to your MEBT and/or DCP plans, and payroll can help you calculate contribution change amounts so that can defer as much as possible without exceeding contribution limits. Represented employees should refer to their bargaining contracts.

HOW TO RETIRE WITH DRS AND UNDERSTAND POTENTIAL SOCIAL SECURITY IMPACTS

When you are within 12 months of retiring, you can start the official retirement process with DRS. First, you request an official benefit estimate. Once you receive the estimate, you complete and submit your application to retire.

- Determine eligibility for DRS plan (LEOFF 2, PERS 1, 2 or 3, PSERS 2).
- Register for Online Retirement Application (ORA) one year prior to retirement and investigate the DRS Purchased Service Credit Option.
- Request an official benefit estimate from DRS three to 12 months prior to retirement date.
- Complete online DRS retirement application at least 5 weeks from the date you intend to retire and provide any required supporting documentation.
- Sign up for my Social Security <https://www.ssa.gov/myaccount/> to get personalized retirement benefit estimates, your Social Security Statement and much more.
- Explore the Windfall Elimination Provision (WEP) Online Calculator <https://www.ssa.gov/benefits/retirement/planner/anyPiaWepjs04.html>
- Understand whether the Government Pension Offset <https://www.ssa.gov/policy/docs/program-explainers/government-pension-offset.html> applies to you.

MEDICAL, DENTAL, AND VISION COVERAGE

- Coverage ends on the last day of the month of separation from employment.
- COBRA information and premium rates will be sent to the employee's mailing address. If elected, COBRA allows for continuation of city health care coverage.
- Find information about individual plans on Washington Health Plan Finder www.wahealthplanfinder.org.
- Find information about Medicare or the Statewide Health Insurance Benefit Advisors (SHIBA) using the contact information below.

FLEXIBLE SPENDING ACCOUNTS (FSA) AND LIFE INSURANCE

- FSA participants can be reimbursed for services incurred before the separation date. To avoid forfeitures, check FSA balances at www.naviabenefits.com, company code CFB. There is an option to accelerate any remaining deductions from the final paycheck which allows participation through the end of the plan year. This can be requested by providing a written request to Human Resources at least two weeks in advance of your final paycheck.
- Life insurance ends on the separation date. Employees may contact The Standard for a Group Life Insurance Portability Form or Group Conversion Packet by calling 1-800-378-4668. Eligibility and terms vary.

CONTACT NUMBERS

DEPARTMENT OF RETIREMENT SYSTEMS (DRS) PLANS (LEOFF, PERS, PSERS)

<http://www.drs.wa.gov>

1-800-547-6657, Mon-Fri 8:30 am to 4:00 pm PST

PERS PLAN 3 (DRS Recordkeeper, Voya)

<http://www.drs.wa.gov/plan3>

1-888-327-5596

DEFERRED COMPENSATION PROGRAM (DCP) 457 Plan (DRS Recordkeeper, Voya)

<http://www.drs.wa.gov/dcp>

1-888-327-5596

MEBT 401(k) Plan

<http://www.MEBT.org>

1-877-690-5410, 8:30 am-5:00 pm

COBRA

Navia Benefit Solutions (Company Code = CFB)

www.naviabenefits.com

425-452-3490 or 1-877-920-9675, Mon-Fri 7:00 am to 5:00 p PST

WASHINGTON HEALTHPLAN FINDER: Shop for individual health plans in Washington.

www.wahealthplanfinder.org

1-855-923-4633, Mon-Fri 7:30 am – 5:30 pm

STATEWIDE HEALTH INSURANCE BENEFITS ADVISORS (SHIBA)

Office of the Insurance Commissioner Washington State

<https://www.insurance.wa.gov/contact-shiba>

1-800-562-6900, Mon-Fri 8:00 am to 5:00 pm

SOCIAL SECURITY ADMINISTRATION (SSA)

<http://www.socialsecurity.gov>

1-800-772-1213, Mon-Fri 8:00 am – 7:00 pm local time

Bellevue Office: 636 120th Ave NE #100 Bellevue, WA 98005

MEDICARE

<http://www.medicare.gov>

1-800-633-4227

TAX INFORMATION AND CONSIDERATIONS

Internal Revenue Service (IRS)

<http://www.irs.gov>

- Review IRS Publications regarding 401/457 Plan Distributions.
- Obtain tax advice on pension/retirement plans distribution from qualified Tax Consultant.