

# Thinking About Retiring

- 1) **Human Resources Dept:** Submit a letter to Human Resources informing them of your intention to retire, including your anticipated retirement date.  
You can find a Separation of Employment online in the HR dept of ASD website.
  
- 2) **SEBB Insurance Benefits:** Your insurance benefits will end on the last day of the month in which you have separated from service. You will be offered SEBB Continuation Coverage for 18 months-you must sign up within 60 days of your benefits ending.
  - a. Example: Employee A is retiring on 6/19; their SEBB benefits will end on 6/30.
  - b. Example: Employee B is retiring on 8/31; their SEBB benefits will end on 8/31.
  - c. DRS affects SEBB Benefits: [www.drs.wa.gov/resignation-timing-health-benefits/](http://www.drs.wa.gov/resignation-timing-health-benefits/)
  
- 3) **Sick Leave Cash-Out into VEBA:** You may be eligible to cash-out your unused Sick Leave upon separation into a VEBA account.
  - a. You must complete a SICK LEAVE CASH-OUT form and return it to the Payroll Department no later than 30 days before your final check.
  - b. If you meet the eligibility requirements, you will receive VEBA Account Set-Up email (from the contact email you list on the Sick Leave Cash-Out Form), and your cashed-out Sick Leave will be deposited tax-free into the VEBA account.
  - c. For more information about VEBA, go to [www.VEBA.org](http://www.VEBA.org)
  
- 4) **Department of Retirement Systems (DRS):** Reach out to DRS to request a Retirement Packet and discuss your available retirement benefit options with them directly. Your retirement pension can take a few months to calculate so do not wait to call them!
  - a. DRS 1-800-547-6657
  - b. [www.drs.wa.gov](http://www.drs.wa.gov)
  - c. DRS Links to help you with your retirement planning:  
DRS: Nearing Retirement  
<https://www.drs.wa.gov/retirement-planning/nearingretirement/>  
DRS: Retirement Checklist  
<https://www.drs.wa.gov/wp-content/uploads/2019/09/checklist.pdf>  
DRS: Retirement Planning FAQs  
<https://www.drs.wa.gov/retirement-planning/faq/>

DRS: Retirement Planning Seminars

<https://www.drs.wa.gov/retirement-planning/seminar/>

DRS: Retirement Planning Videos

<https://www.drs.wa.gov/multimedia/seminar-videos/>

- 5) **PEBB Retiree Insurance**: PEBB WILL NOT SEND YOU INFORMATION! You must request information from them. You will have 60 days to enroll in or defer your benefits from your retirement date.
- a. PEBB Retiree Insurance 1-800-200-1004
  - b. PEBB links:  
PEBB-Retiree Benefits-you can request an enrollment/deferral paperwork from PEBB  
<https://www.hca.wa.gov/employee-retiree-benefits/retirees>  
<https://www.hca.wa.gov/employee-retiree-benefits/retirees/preparing-retirement>  
PEBB Webinars for SEBB School Employees  
[Attend a retirement webinar | Washington State Health Care Authority](#)
- 6) **Social Security Administration (SSA)**: You may wish to contact SSA to enroll in Medicare Part A and Part B, if you or any family members are entitled to Medicare.
- a. Social Security: 1-800-772-1213 <https://www.ssa.gov/>
  - b. Medicare:1-800-633-4227 <https://www.medicare.gov/>
  - c. CMS-L564 Request for Employment Information  
<https://www.cms.gov/Medicare/CMS-Forms/CMS-Forms/CMS-Forms-Items/CMS009718>
- 7) **Statewide Health Insurance Benefits Advisors (SHIBA)**: Washington state's SHIBA provides free, unbiased and confidential help with Medicare to people of all ages and backgrounds.
- a. <https://www.insurance.wa.gov/about-shiba-services>
  - b. Call 800-562-6900; TDD 360-586-0241

If you have questions, Cheryl Matava (Benefits Technician) in the Payroll Dept. may be able to assist. Cheryl can be reached at 253-931-4925 or via email [cmatava@auburn.wednet.ed](mailto:cmatava@auburn.wednet.ed)