



HUMAN RESOURCES  
Address 190 Queen Anne Ave N  
PO Box 19028  
Seattle, WA 98109  
Telephone 206-615-3323  
Website www.seattlehousing.org

## Retiree Medical Plan Election Checklist

Retirement Date: \_\_\_\_\_

Medical Plan Enrollment Deadline (30 days prior to last paid work day): \_\_\_\_\_

### REVIEW OPTIONS

- Review your retiree medical plan options. COBRA: As required by federal law, a COBRA packet will be mailed to your home address.

### ENROLL

- ✓ Enroll in a retiree medical plan the **30 days prior to your last paid work day** as an active SHA employee. To do this, complete and mail the following items to Seattle Housing Authority (SHA), Human Resources department:

- The fully completed and signed enrollment forms.
- A check for the **first month's premium** for all individuals covered made payable to *Seattle Housing Authority*.
- The fully completed and signed Retiree Deduction Authorization Form.
- A copy of your Medicare Part A & B card if you or your spouse/partner are age 65 or older
- Disabled under age 65 retiree or spouse/partner will also need to provide a copy of the Medicare Parts A and B card to receive the reduced under age 65 medical premium.
- **You can apply for Medicare Parts A & B online.**

Retiree Medical Enrollment Forms must be submitted to SHA, Human Resources no later than 30 days prior to your last paid work day.

- Send by U.S. Mail:  
Seattle Housing Authority  
Human Resources Department  
PO Box 19028  
Seattle, WA 98109
- Drop off: Seattle Housing Authority, Human Resources Department, 2<sup>nd</sup> floor

### WAIVING COVERAGE

- ✓ You can elect to waive enrollment in a medical plan at the time of retirement if you have coverage under another employer sponsored group medical plan (FSA and VEBA plans do not qualify). If you involuntarily lose group coverage under the other group plan, you have 30 days to request enrollment in a City sponsored retiree medical plan. Proof of continuous group coverage will be required to enroll in the City plan. If you do not return enrollment

forms by the deadline, you will be considered as having waived medical coverage in our records.

### **MEDICARE PARTS A & B**

- ✓ If you or your spouse/partner are age 65 or over, **you must be enrolled in Medicare Parts A and B before your retirement date to avoid a break in coverage and to remain eligible for these plans.** To apply for Medicare Parts A and B online, go to [www.medicare.gov](http://www.medicare.gov) or visit your local Social Security office.
  - To enroll in a City sponsored retiree plan or COBRA continuation coverage, you must provide a copy of the government issued Medicare card at the time you enroll in a plan.
  - **You can apply for Medicare Parts A and B online.** Please see insert for instructions.

### **CHANGES**

- ✓ To avoid the risk of losing medical coverage, of having incorrect deductions, or of returned mail, contact SHA, Human Resources immediately if:
  - You and/or your spouse is turning 65:
    - **Three months prior to your 65<sup>th</sup> birthday, apply for Medicare Parts A and B.** The Medicare Advantage plans available through the City of Seattle require that you have Parts A and B before you can enroll in a plan.
    - The plan enrollment form must be received 30 days prior to the first day of your birthday month. For example: Your birthday is August 16, the Benefits Unit must receive your form by July 1. In this example, Medicare Parts A and B become effective August 1 and is the effective date of the Medicare Advantage medical coverage.
  - If you make any changes to your pension option
  - If you make any changes to your medical plan election
  - If you move
  - If you have a life event such as
    - Marriage or formation of domestic partnership
    - new child in your family
    - divorce, death or termination of domestic partnership

### **QUESTIONS**

If you have questions about the retiree medical plan or COBRA continuation coverage, contact SHA, Human Resources Department at (206) 615-3328.