



Countdown to Retirement

Within two to three months of your Retirement date, you will need to make an appointment with our office to:

- Transfer insurance benefits to retiree status (Please bring a copy of your Medicare Card if you are 65 or older and have Medicare Parts A and B)
- Pay necessary premiums

Once you are added to the FRS Retired Monthly Payroll and have received your first retirement check, the Division of Retirement will send you three forms:

- HIS-1 – Health Insurance Subsidy Certification – If you continue health insurance with Leon County Schools' Group, **our office will complete the form.**
- Direct Deposit Authorization – You must complete and submit the authorization to the Department of Financial Services. **Instructions are listed on the form.**
- W-4P – The Division will withhold taxes from your monthly retirement benefit as if you were married and claiming three exemptions. Once you complete and submit the W-4P to the Division, taxes will be withheld according to your request.

After Retirement

If you have an address change, it is your responsibility to notify the following:

- Division of Retirement
- Leon County Schools
- TSA Providers
- Social Security Administration
- Insurance Providers

As you near Medicare eligibility:

- You must have Medicare Part A and B to participate in one of the Retiree Advantage Plans offered by Leon County Schools group plans
- You may apply for Medicare Part B, 6 months prior to your 65th birthday
- You must enroll in one of the Retiree Advantage Plans within 90 days prior to your effective date