

If you are planning to retire, use this checklist to prepare for an easy departure from Towson University, and a smooth transition into retirement.

**Six months prior to retirement:**

- **Select a Retirement Date**

Retirement is always on the first of the month. Typically, faculty members retire at the conclusion of the academic year, but no later than June 1.

**Three months prior to retirement:**

- **Contact your ORP Vendor**

To be considered a retiree, you must begin retirement income from your ORP to commence on your retirement date. Otherwise, the separation is considered a resignation and you would be ineligible for retiree health benefits and tuition remission benefits.

Contact your ORP vendor at least 90 days in advance of your retirement date to discuss the income options available to you. If you intend to participate in the State of Maryland Retiree Health Benefits Plan, at retirement the State requires you to begin a lifetime, periodic distribution (lifetime annuity) from your ORP account.

If you are covering a spouse under the retiree health benefit plan(s), you must choose a dual life annuity to protect your spouse's right to participation in the plan, should you pre-decease your spouse. Under the dual life annuity option, the spouse can continue health benefits coverage by showing proof they are receiving a lifetime annuity from your retirement account.

If you do not plan to enroll in the State of Maryland Retiree Health Benefits Plan, you may choose any method of retirement income payment, however, this may affect eligibility for future participation in the retiree health benefit plans.

Once you determine the most appropriate retirement income stream to meet your needs, complete the required paperwork with your ORP vendor. Verification of the completed paperwork is required to enroll in retiree health benefits.

**Two months prior to retirement:**

- **Request a State of Maryland ORP Packet**

Contact the Benefits Specialist in OHR to obtain an ORP Packet. The ORP packet is completed to claim your eligible retirement service credit with the university and to claim additional service credit with another USM institution. All service credit is subject to review and approval by the Employee Benefits Division (EBD). The ORP vendor also completes part of the ORP packet to verify the start of retirement income on the retirement date.

- **Office of Human Resources, Administration Building, Room 101**  
*Monday – Friday 8:00 am – 5:00 pm*

**p 410-704-2162 f 410-704-6320**  
<https://www.towson.edu/hr/>

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Although considered “non-ORP” service credit, the packet is also used to claim credit for prior service at another State of Maryland Agency, another USM institution, or the university if you were a member of the pension plan and will collect a retirement benefit from this plan. Special rules apply for claiming “non-ORP” service credit, which may or may not be used to calculate your total subsidy toward the cost of retiree health benefits. The Benefits Specialist will review the “non-ORP” service and provide more information. All service credit is subject to review and approval by the EBD.

- **Review Retiree Health Benefits**

The Benefits Specialist will give you a retiree health benefits enrollment form and review the benefits available to retirees. The amount of subsidy toward the cost of your benefits is determined by your retirement service credit.

1. Medical, prescription, and dental benefits can be continued or elected at the commencement of retirement.
2. If you are adding a new eligible dependent to retiree health benefits, supporting documentation (i.e., official certified copy of the employee’s marriage certificate) is required with the retirement package.
3. If you were enrolled in the State of Maryland life insurance plan as an active employee, you may continue, reduce, or cancel the amount of coverage. There is an age reduction provision in the benefit. If you were not enrolled in the State of Maryland life insurance plan as an active employee, you cannot elect this benefit as a retiree.

**\*\*\*If Eligible, apply for Medicare Part A and Part B**

If you and/or your spouse (if applicable) are or will be eligible for Medicare on the date of retirement, plan to visit your local Social Security office to apply for Medicare Part A and Part B within 30-60 days of retirement. You may also apply online at [www.ssa.gov](http://www.ssa.gov).

If you are not applying online, the university will complete the form below, which is required to apply for Medicare Part B:

- a. Request for Employment Information, CMS-L564 – the retiree and spouse (if applicable) take this form to Social Security to verify they have been covered under an employer’s group plan so they will not be penalized for late enrollment in Medicare.
- b. Medicare A (typically, is automatically issued when eligible) and B must be effective on the date of retirement. Medicare becomes the primary medical insurance plan and the State of Maryland retiree medical benefits plan becomes a Medicare supplemental plan

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- **Submit a Letter of Retirement**

Provide your supervisor or chair with a letter of your intention to retire and include your retirement date and your last day on university payroll. Submit the letter at least 60 days in advance so your supervisor/chair has sufficient time to recruit for your replacement. Send a copy to the Benefits Specialist via email or campus mail. Faculty on transitional terminal leave may skip this step.

**30-45 days prior to retirement:**

- **Meet with the Benefits Specialist**

Schedule an appointment with the Benefits Specialist to review and submit your final ORP packet and Retiree Health Benefits Enrollment Form at least 30-45 days prior to your retirement date.

- **Submission of your Retirement Package**

The Benefits Specialist will submit your ORP retirement packet and retiree health benefits enrollment form to the EBD approximately one month before you retire and mail a copy of the retirement package to your home address.

- **Administration of Retiree Health Benefits**

The EDB will bill you directly for the cost of your health benefits. Payment instructions will be in the payment coupons sent to you by the EBD. You can pay for your benefits by check or via online payments. You can contact them at 410-767-4775 or email at [ebd.mail@maryland.gov](mailto:ebd.mail@maryland.gov).

- **Retiree One Card**

The Benefits Specialist will submit an application through DocuSign for a Retiree OneCard. Immediately before your retirement date, contact Auxiliary Services to get your new OneCard. This card is used for discounted admission to selected programs on campus.

This document is intended as an informational checklist of retiring from the ORP. If there is a discrepancy between this checklist and the plan document or policy, the plan document or policy shall govern.

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