

Retirement Checklist

This checklist is intended to serve as a general guide for employees who are retiring from Multnomah County. Please note that this is not an exhaustive list and not all items on this checklist may pertain to your situation. If you have questions regarding retiree health or life insurance, contact Retiree Benefits in the Employee Benefits Office at 503-988-5651 or retiree.benefits@multco.us.

PERS Retirement Pension

www.oregon.gov/PERS/

- When you are more than 3 years from PERS retirement, attend an **Introduction to PERS Retirement** (Tier 1 & 2 members) or **All About OPSRP** (OPSRP members) presentation
- When you are within 3 years of PERS retirement:
 - Attend a **Retirement Readiness** (Tier 1 & 2 members) or **All About OPSRP** (OPSRP members) presentation, and
 - Read the [PERS](#) or [OPSRP](#) Preretirement Guide
- When you are within 90 days of PERS retirement, schedule a [Retirement Application Assistance Session](#) to meet with PERS staff for a one-on-one review of your PERS retirement application

Deferred Compensation Account

<https://multnomah.beready2retire.com/>

- When you are within 3 months of retirement, contact a Deferred Compensation representative to discuss your existing deferred compensation account
- When you are within 1 month of retirement, Contact a Deferred Comp representative to use Deferred Comp funds to purchase PERS waiting time or forfeited credit, if applicable
- If you are electing to make a final contribution to your existing deferred compensation account with your vacation leave payout, submit the required paperwork to deferred.comp@multco.us at least 30 days prior to separating from County service

Separation from Multnomah County Employment

- Contact your Human Resources Department for instruction on the process your department follows when employment with Multnomah County ends, including providing notice of separation from County employment
- Prior to your employment ending, make arrangements with your supervisor and/or HR Department on how to obtain your final paycheck
- Contact Payroll at 503-988-3309 or at central.payroll@multco.us with questions regarding final paycheck and what happens to unused accrued leave (vacation, comp time, holiday and personal holiday)

County Retiree Health and/or Life Insurance

- Read the [Multnomah County Guide to Retirement](#)
- At least 30 days before your last working day, submit a [Retiree Benefits Information Request](#)
- Before your last working day, submit all required retiree health and/or life insurance enrollment forms to retiree.benefits@multco.us

Medicare

<https://www.ssa.gov/medicare>

If you delayed enrolling in Medicare Parts A and/or B due to continuing County employment and active County employee medical insurance coverage:

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- Within 90 days of your retirement date, contact retiree.benefits@multco.us to ask for a completed “Request for Employment Information” form
- Within 90 days of your Medicare coverage effective date, submit a [Medicare application](#) and the completed “Request for Employment Information” form to the Social Security Administration
- Schedule an appointment with a [Senior Health Insurance Benefits Assistance](#) if you need additional assistance with Medicare

If you are retiring when you are first becoming eligible for Medicare:

- Within 90 days of your Medicare coverage effective date, submit a [Medicare application](#) to the Social Security Administration
- Schedule an appointment with a [Senior Health Insurance Benefits Assistance](#) if you need additional assistance with Medicare

County-Sponsored Life Insurance

- If you are applying to continue your employee and/or supplemental life insurance, return the completed portability form to the Standard Insurance within 31 days from separation of County employment

HRA VEBA

<https://www.hraveba.org/>

- If you are setting up an automatic reimbursement of retiree insurance premiums through your HRA VEBA account:
 - Request a benefit statement that shows your current monthly rate as supporting documentation from retiree.benefits@multco.us (or whoever will administer your retiree health coverage), and
 - Set up your automatic reimbursement through your HRA VEBA online account or through the HRA VEBA mobile app
- Contact HRA VEBA at 1-888-659-8828 for additional information about accessing your HRA VEBA account after retirement

Long Term Care Insurance

- If you are enrolled in Long Term Care Insurance (LTC) through UNUM, submit your completed LTC continuation application to UNUM within 30 days after separation of Multnomah County Employment

Social Security Retirement Income

<https://www.ssa.gov/>

- If you will be initiating your Social Security retirement income benefits, submit a [Social Security Benefits](#) application

Rehired to Multnomah County Employment

- If you will return to County employment as an “on call” or “temporary” employee, you will need to complete the appropriate [Return to Work Memorandum of Understanding](#) document with your hiring department HR
- If you will return to County employment as a “Regular” or “Limited Duration Assignment” employee, contact retiree.benefits@multco.us to discuss the impacts to your retiree insurance coverage

Benefit Vendor Contact Information

Multnomah County Retiree Benefits

Walk-Ins: Multnomah Building, Room 300
Mailing: 501 SE Hawthorne Blvd, Suite 320
Portland, Oregon 97214
Phone: (503) 988-5651
Fax: (503) 988-6257
Email: retiree.benefits@multco.us

Kaiser Permanente

Medical and Dental Insurance
Address: 500 NE Multnomah Street, Suite 100
Portland, OR 97232
Phone: (800) 813-2000
<http://www.kp.org/>

Moda Medical & Delta Dental

Medical and Dental Insurance
Address: 601 SW Second Avenue
Portland, OR 97204
Phone: (888) 445-7413 (Medical)
(888) 447-8194 (Dental)
<http://www.deltadental.com/>

PacificSource Administrators

COBRA and Flexible Spending Account (FSA)
Address: PO Box 2797
Portland, OR 97208
Phone: (877) 355-2760 (COBRA)
(800) 422-7038 (FSA)
<https://pacificsource.com/members/fsa-hra>

The Standard Insurance Company

Life and Disability Insurance
Address: 1100 SW Sixth Avenue
Portland, OR 97204
Phone: (800) 368-2859 (Disability)
(800) 628-8600 (Life and AD&D)
<https://www.standard.com/>

UNUM Provident Corporation

Long Term Care (LTC) Insurance
Address: 2211 Congress Street
Portland, ME 04122
Phone: (800) 227-4165
Fax: (207) 542-7606
email: GLTCTask@unum.com
<http://unumprovident.com/>

Welldyne

Moda Pharmacy Benefit
Address: PO Box 90369
Lakeland, FL 33804
Phone: (888) 479-2000
<https://welldyne.com/>

VSP Vision Care

Moda Vision Benefit
Address: PO Box 495918
Cincinnati, OH 45249
Phone: (800) 887-7195
www.vsp.com

Willamette Dental Group

Dental Insurance
Address: 6950 NE Campus Way
Hillsboro, OR 97124
Phone: (855) 433-6825
<https://willamettedental.com/>

Gallagher, Inc.

HRA VEBA
Address: PO Box 4389
Clinton, IA 52733
Phone: (888) 659-8828
www.hraveba.org

CompPsych

Employee Assistance Program (EAP)
Address: 455 N Cityfront Plaza Drive
Chicago, IL 60611
Phone: (866) 483-1493
<https://www.guidanceresources.com/>

VOYA Financial

457(b) Deferred Compensation Plan
Address: 5331 S. Macadam Avenue, Suite 207
Portland, OR 97239
Phone: (503) 937-0378
<https://multnomah.beready2retire.com/>

Oregon PERS Public Services

PERS or OPSRP Retirement Plan
Address: PO Box 23700
Tigard, OR 97281-3700
Phone: (503) 598-PERS (7377)
<http://www.pers.state.or/>