



For State Executive Branch Employees- **GUIDE for Retirement**

This GUIDE is intended as a checklist of offices you need to contact and some important forms you may need to file when you decide to retire from State government. It does not constitute a binding legal document or contract. It lists only some of the benefits that may be available. State benefits vary by type of employment appointment and collective bargaining agreement and are subject to change. It does not supersede laws, rules, collective bargaining agreements, executive orders, policies and procedures, or benefit plan documents pertaining to the benefits covered, and is subject to change. For more information, contact your departmental Human Resources Office (HRO) designee or refer to the applicable rules, laws, collective bargaining agreements, executive orders, or benefit plan documents.

Forms You May Need to Complete		Agencies You May Need to Contact
Employees' Retirement System ERS	<p><i>For Regular Service Retirement</i>, you must file the ERS Form 18 (Service Retirement Application) for retirement.</p> <p>Your retirement date must be the 1st of the month except for December, which can be the 1st or the 31st. You may file your Retirement Application not more than 150 days and not less than 30 days prior to your retirement date.</p> <p><i>For Disability Retirement</i>, you must contact the ERS to ensure you meet the eligibility requirements to file for:</p> <ul style="list-style-type: none"> • Ordinary Disability Retirement (unrelated to work), or • Service-Connected Disability Retirement (work-related). 	<p>Contact the ERS for further guidance due to the various retirement plans.</p> <p>ERS Oahu office: 808-586-1735</p> <p>Neighbor island members may call the office in their county: Hawaii- 808-974-4076, 808-974-4077 or 808-974-4074 Kauai- 808-274-3010 or 808-274-3011 Maui/Molokai/Lanai- 808-984-8181 or 808-984-8282</p> <p>Website: https://ers.ehawaii.gov Retirement Planning can be found under the "Members" drop-down tab.</p>
Hawaii Employer-Union Health Benefits Trust Fund EUTF	<p><i>To enroll yourself, your spouse/civil union/domestic partner, and/or dependents in the medical/ drug, dental, vision and life insurance (Retiree only) plans upon retirement, complete the following forms:</i></p> <ul style="list-style-type: none"> • <i>ERS Retirement Estimate Letter</i> • <i>EC-2 EUTF Enrollment Form for Retirees</i> • <i>If you and/or your dependent(s) are Medicare eligible when you retire, you must enroll in Medicare Part B to be eligible for EUTF medical and/or drug plans. Submit a copy of your and/or your dependent's Medicare Part B ID card, Medicare Part B Premium Reimbursement Direct Deposit Agreement Form and Social Security Administration letter indicating the Medicare Part B premium amount within 60 days from the date of your retirement. Upon retirement, EUTF will reimburse your Medicare Part B premium (less any penalty) beginning the later of the date all documents are received or the effective date of your Medicare Part B coverage.</i> <p><i>The EUTF can assist you in enrolling in EUTF retiree health benefits. Please call or visit the EUTF website for more information pertaining to retirement.</i></p>	<p>EUTF: 808-586-7390 or 1-800-295-0089</p> <p>Mailing address: 201 Merchant Street, Suite 1700 Honolulu, Hawaii 96813</p> <p>Website: www.eutf.hawaii.gov</p>

<p>Securian Financial Group, Inc. Group Life Insurance</p>	<p><i>Group Term Life Insurance Beneficiary Designation Form</i></p> <p>If you need to change your beneficiary, download the Beneficiary Designation Form, complete, sign, date and return to Securian Life Insurance Company. Your designations are not valid until received and accepted by Securian.</p> <ul style="list-style-type: none"> • Fax: 1-651-665-4827 • Mail: 400 Robert Street North, St. Paul, MN 55101-2098 	<p>Securian Life: 808-536-9890 or 1- 877-291-8466</p> <p>Website: www.lifebenefits.com/eutf</p>
<p>Union Sponsored Benefit Plans, including Life Insurance</p>	<p>Contact your Union Plan Administrator or union office for more information.</p>	
<p>Island Savings Plan (ISP) State Deferred Compensation Plan IRC 457(b)</p>	<p>To discuss your distribution options, contact the local Honolulu office.</p> <p><u>Deferral of Pay for Unused Vacation:</u> To request an early partial payout of your accumulated vacation leave credits or a post separation payout of your accumulated vacation leave credits for a deferral into the Plan, contact your HRO designee about 4 months prior to your retirement date to receive an informational packet. Refer to the packet for processing deadlines.</p>	<p>Contact Information for requesting a distribution: Island Savings Plan 1-888-71A-LOHA (1-888-712-5642) Press “1” to speak with a Call Center Representative Website: www.prudential.com/islandsavings</p> <p>Press “2” to contact a local ISP Retirement Education Counselor 1100 Alakea Street, Suite 1550, Honolulu, HI 96813 Website: https://islandsavings.preparewithpru/counselors.html</p>
<p>National Benefit Services Tax-Sheltered Annuity (TSA) Plan 403(b)</p> <p>Applicable to employees of: Department of Education (DOE) University of Hawaii (UH)</p>	<p>To cancel your salary authorization, complete the 403(b) Salary Reduction Agreement Form and submit it to National Benefit Services, (NBS). Forms are available at the website below:</p> <p style="text-align: center;">Department of Education website: www.hawaiidoe403b.com</p> <p style="text-align: center;">University of Hawaii website: www.nbsbenefits.com/uh403b</p>	<p>Contact Information for National Benefit Services (NBS): 1-800-274-0503, extension #504 FAX: 1-800-597-8206</p>
<p>National Benefit Services <i>Island Flex</i> Flexible Spending Accounts Plan (FSA)</p>	<p>Notify National Benefit Services (NBS) of your retirement plans to cancel your enrollment in the <i>Island Flex</i> program.</p>	<p>National Benefit Services (NBS): Toll-free: 1-855-399-3035 (option 2) or local office at 808-465-2284 Fax: 808-465-3712 Email: islandflex@nbsbenefits.com Website: www.nbsbenefits.com/islandflex</p>
<p>Other Voluntary Payroll Deductions</p>	<p><i>Parking:</i></p> <p><input type="checkbox"/> DAGS Parking Control: File DAGS Form AMD-PC-001, revised 5/11, with the Parking Control Branch at least 20 calendar days prior to the cancellation of your parking assignment to avoid any forfeitures.</p>	<p>DAGS Parking Control 869-A Punchbowl Street Honolulu, Hawaii 96813 808-586-0343</p>

	<p><i>Pre-Tax Transportation Benefit Pilot Program (Bus Pass)</i></p> <p><input type="checkbox"/> See your Departmental Coordinator. File the cancellation form at least 35 days prior to the first day of the month in which cancellation is to be effective.</p> <p><i>Direct Deposit:</i></p> <p><input type="checkbox"/> See your HRO designee. File a cancellation form to cancel your direct deposit to prevent any problems with future pay.</p> <p><i>Union Dues and Other Union Payroll Deductions:</i></p> <p>Call your union office: Notify them of your decision to either continue or cancel your membership and/or other services.</p>	
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For more information, please contact your **Departmental Human Resources Office**.

Accounting and General Services	808-586-0369
Agriculture	808-973-9481 or 808-973-9482
Attorney General	808-586-1236
Budget and Finance	808-586-1598
Business, Economic Development and Tourism	808-586-2562
Commerce and Consumer Affairs	808-586-2838
Defense	808-733-4243
Education - Employee Benefits Unit	808-441-8311
Governor's Office	808-586-0034
Hawaii State Public Library System	808-831-6860
Hawaiian Homelands	808-620-9540
Health	808-586-4512
Human Resources Development	808-587-1150
Human Services	808-586-5003
Labor and Industrial Relations	808-586-9043
Land and Natural Resources	808-587-0180
Lieutenant Governor's Office	808-586-0255
Public Safety	808-587-1221
Taxation	808-587-1503
Transportation	808-587-2145
-Highways	808-587-2231
-Airports	808-838-8610
-Harbors	808-587-1925
University of Hawaii	808-956-8458