

# **ORP “Retiree Income” Guide for GIC Purposes**

The Group Insurance Commission (GIC) requires all retirees who purchase Retiree Insurance coverage from the GIC to have a *bona fide* monthly income from the retiree’s respective retirement plan – in this case, the Optional Retirement Program (ORP).

Accordingly, “retiree incomes” from the ORP must meet the minimum requirements set forth in this Guide. The requirements ensure a minimum adequacy of each Retiree Income relative to both the participant’s life expectancy and the amount of insurance premiums paid to the GIC each month during retirement.

Helpful *contact information* is provided at the end of this document.

## **Step 1.**

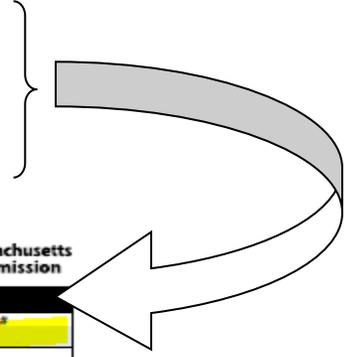
### ***Insurance Selection and Reporting***

*Selection:* Determine the types and amounts of “Retiree Insurance” you will need from the GIC. You will find information about the insurances and their related cost on the GIC web site, and in their publications.

*Reporting:* You must report your “Retiree” status and insurance elections to the GIC using their “GIC Form-1”. You should work with your campus Benefits Administrator to complete GIC Form-1; or if you are no longer on campus, you should contact the Department of Higher Education to complete GIC Form-1: via the Plan’s email box: [ORP@dhe.mass.edu](mailto:ORP@dhe.mass.edu)

**IMPORTANT:** When completing the GIC forms, please note that your Department ID # or Agency/Division # is no longer the one that identifies the campus/agency where you worked. As a retiree from the ORP, your new agency code is listed below and must correspond to the provider company that has custody of your ORP account. This code allows the GIC to identify the ORP as your retirement plan.

<b>Provider Company</b>	<b>Agency/Dept. ID</b>
Fidelity	999/0029
TIAA	999/0024



**GIC EMPLOYMENT STATUS CHANGE FORM (FORM-1A)**



INSURED INFORMATION					
REQUIRED	Insured Information	GIC-ID (usually Soc. Sec. #)	Sex <input type="checkbox"/> M <input type="checkbox"/> F	Date of Birth	Dept. ID # or Agency/Division #
		Name - Last	First	MI	
	Address	Street	City	State	Zip
	Contact Information	Home or Cell Phone	Work Phone	Email	Country (if not USA)
	Employment Information	Bargaining Unit/Union Name	HR/CMS or UMASS Employee ID #	Number of work hours/week	Date of Hire

**Step 2.**

***Total Monthly Premiums:***

You must determine the total amount of your monthly Retiree Insurance premiums. The ORP Plan Administrator will ask you for this information when reviewing your retirement income application.

Your Monthly Health Care Premiums (Family or Individual): \$ \_\_\_\_\_

Spouse's Monthly Health Care Premiums if Individual: \$ \_\_\_\_\_

Dependent's Monthly Health Care Premiums if Individual: \$ \_\_\_\_\_

Monthly Basic Life Insurance Premiums: \$ \_\_\_\_\_

Monthly Optional Life Insurance Premiums: \$ \_\_\_\_\_

Monthly (GIC) Dental Insurance Premiums (Family or Individual): \$ \_\_\_\_\_

**Total Monthly Insurance Premiums:** \$ \_\_\_\_\_

**NOTE:** The GIC will send a monthly bill to you for these premiums. You are responsible for paying the premiums directly to the GIC. You can find information about bill payment on the GIC’s web site:

<https://www.mass.gov/service-details/gic-member-payments>

### **Step 3.**

#### ***Determine Your Monthly Retiree Income from the ORP***

You must draw a monthly “Retiree Income” from the Plan to be eligible for retiree insurance benefits from the GIC. *Contact your Provider* for assistance in crafting your “Retiree Income”.

- *Minimum Amount:* The minimum amount of Retiree Income must be the sum of one’s monthly insurance premiums, but not less than \$100 per month.
- *Income Type:* Your monthly income from the ORP must be drawn as either a lifetime annuity or Systematic Withdrawals that are structured for your life expectancy.

You can find detailed information about the requirements for a “Retiree Income” on the ORP web pages ( [Optional Retirement Program / Massachusetts Department of Higher Education](#) ).

**Gross (expected) Monthly, ORP “Retiree Income”:** \$\_\_\_\_\_

### **Step 4.**

#### ***Submit Your Provider’s Benefit Application to the ORP Plan Administrator***

Please contact your ORP provider to request the distribution form (annuity or Systematic Withdrawals). Once you have completed and submitted your form to the provider, the provider will forward your form to the ORP Plan Administrator at the DHE. The Plan Administrator will review your application for a Retiree Income, and if it is in good order and in accordance with the retiree income requirements, will authorize it. The Administrator will return the authorized form to your provider for processing.

Please note that, depending on the type of retiree income you select, you may be able to submit your request electronically by using the ORP provider’s website.

#### ***Deferred Retirees and Others***

*Report your status change:* Deferred Retirees and participants who have not purchased benefits from the GIC after terminating employment and wish to become “Retirees” must contact either

their campus or the Department of Higher Education to complete GIC Form-1. This form is used to report your intent to become a “Retiree” to the Insurance Commission.

Follow Steps 2 – 3 – 4: Select your Retiree Insurance coverages, and then follow the steps outlined above.

### ***Contact Information***

#### Group Insurance Commission:

- Web site: [www.mass.gov/gic](http://www.mass.gov/gic)
- Telephone: 617-727-2310

The Department of Higher Education: The Department of Higher Education is the ORP Plan Administrator.

- Web site: [www.mass.edu/orp](http://www.mass.edu/orp)
- email: ORP@bhe.mass.edu

#### ORP Providers:

##### Fidelity Investments

- Web site: [www.fmr.com](http://www.fmr.com)
- Telephone: 603-865-6266

##### TIAA-CREF

- Web site: [www.tiaa-cref.org](http://www.tiaa-cref.org)
- Telephone: 800-842-2776