

**Thinking About Retirement?
Public Safety Employees – Police Officers & Firefighters**

If you are planning to retire within the next year, here are some helpful hints on how to get the process started.

- Request a retirement estimate by contacting the PLD Unit at MainePERS, 1-800-451-9800.
- Review your MainePERS retirement estimate. If you have questions or concerns, call MainePERS directly to discuss over the telephone or to set up an appointment with them at their offices in Augusta.
- If you are considering the purchase of military time, refunded time, non-contributory time, contact MainePERS for a cost estimate. The purchase of time must be completed before you retire.
- You may use funds from your ICMA-RC 457 deferred compensation plan to purchase MainePERS time. If you previously participated in the ICMA-RC 401(a) Defined Contribution plan and rejoined MainePERS, you may use funds from that account as well to purchase MainePERS time. Contact the Benefits Division, Human Resources for assistance.
- Once you decide upon a retirement date, call MainePERS and request a retirement application packet. You may contact the Benefits Division for assistance with completing this paperwork or you may want to schedule an appointment at MainePERS and seek their assistance.
- If you are an ICMA-RC 401(a) Defined Contribution plan participant, contact Brenda Cota, Retirement Plans Specialist, ICMA-RC at 1-866-266-7311 to review and discuss your options regarding disbursement of your account.
- Provide your department supervisor with your letter of resignation at least 2 weeks prior to your retirement date.
- Call or make an appointment with the Benefits Division, Human Resources to discuss continuing your health and/or dental insurance through COBRA, questions about MainePERS life insurance benefits or your ICMA-RC 457 deferred compensation plan and/or Payroll Roth IRA.
- Police Officers and Firefighters participating in the Public Safety Health Insurance Subsidy program should contact the State of Maine Employee Health and Benefits office for assistance. Toll free telephone number is 1-800-422-4503.
- Call the Benefits Division, Human Resources if you wish to defer all or part of the pay out of your vacation and/or sick leave to the ICMA-RC 457 deferred compensation plan. Paperwork needs to be completed the month before you receive your final paycheck.
- If you participate in the ICMA-RC 457 deferred compensation plan, you may take tax-free withdrawals of up to \$3,000 annually to pay for a health plan or long-term care plan. Payments will be sent directly from ICMA-RC to the insurance carrier. Call ICMA-RC at 1-800-669-7400 for the Insurance Premium Direct Payment Request Packet-For Retired Public Safety Officers.
- Contact your local Social Security Administration Office (www.ssa.gov) regarding eligibility for Social Security benefits and Medicare, if applicable. Visit www.medicare.gov to review the “Medicare & You” handbook.
- If you need help understanding your Medicare and health insurance options, call Southern Maine Agency on Aging at 1-800-447-7411 for more information. This organization provides “Welcome to Medicare Seminars.” Once you attend a Medicare seminar, you can then schedule a one-on-one health insurance counseling session.