PENSION RETIREMENT FORMS

- Healthcare application
- Healthcare application if over 65 years old
- Medicare Supplement Waiver
- COBRA Dental and Vision Coverage
  (This form needs to be completed and returned even if COBRA coverage is not selected)
- Visual Application/Refusal
- Dental Application/Refusal
- Direct Deposit Authorization
- Delaware Pension Income Tax withholding
- Federal Pensions Tax Form
- Joint and Survivor Benefit—This form must be notarized
- Burial Benefit Designation—This form must be notarized
- Contributory Designation/Change Beneficiary Form

UD Benefits-(Must meet UD Age and Service Requirements)

- MetLife Life Insurance Information
- UD Email Policy and Agreement
- UD Retiree Contact Information
- MTM Recognition Company

Important Notes:

- FSA? (You have 90 days to submit eligible FSA claims; expenses need to be incurred by separation date)
- Before retiring, ensure storage usage complies with UD's retiree email requirements. Please read the Google Retiree Account Article to learn more.
- If employee and/or spouse will be Medicare eligible, it is their responsibility to enroll in Medicare and provide a copy to the HR Office.
- If you will be covering a spouse on your Healthcare (medical) you will need to fill out the spousal coordination form.
- You will need copies of birth certificates for you and your spouse, social security cards for you and your spouse, marriage certificate and divorce decrees if applicable.
- For additional information DE State Pension website

Upload any required documents to the Retirement Secure Document Submission site.

Revised: March 2024