

Employee retirement checklist

Which form(s) you need to complete and who needs them.

It is important to us to make your retirement process easier. Use this helpful checklist to ensure the right forms are completed and submitted for your retirement.

For a retiree and/or spouse under age 65

Retiree needs to:

- Complete the MEABT Transfer Health Plan to Retirement Status Form.
- Return the above form to your district.

IMPORTANT - If you are age 65 or over, it is important you read and follow the instructions to the right carefully.



For questions about the Enrollment Election Form, please call Anthem's First Impressions Welcome Team at 1-844-951-0624, TTY: 711. Representatives are available to assist you Monday to Friday, 8 a.m. to 9 p.m. ET, except holidays. Call Sharon Beaulieu, MEA Benefits Trust, at 207-622-4418, ext 2207; or Patty Whitcomb, Anthem, at 207-822-7556 for extra help.

PLEASE KEEP A COPY OF ALL FORMS SUBMITTED FOR YOUR FILES.

For a retiree and/or spouse age 65 or over

Retiree needs to:

- Complete the MEABT Transfer of the Health Plan to Retirement Status form, including section 3.
- Return the above form to your district.
- Apply through Social Security/Medicare Office for your Medicare A&B.
- Complete the Health plan enrollment election form, in the back of "Your Medicare Advantage Enrollment Guide".
- Complete the Member/Pre-Member Authorization form (optional).
- For these two forms - Please use the enclosed envelope addressed to
Anthem Blue Cross & Blue Shield
PO Box 173605,
Denver, CO 80217-3605
OR Fax to: **920-923-8995**
OR Scan and email to:
MEABTMAPD@Anthem.com
- Complete the MEA Benefits Trust Retiree- Blue View Vision form (optional), and mail this form only to:
Anthem Blue Cross & Blue Shield
2 Gannett Drive
South Portland, ME 04106
Attention: Raelyn Duquette, 3W020
OR Fax to: **801-252-4292**
OR Scan and Email to:
MEBrokerServices@Anthem.com

Note - If you receive a Social Security check, your Medicare B may be deducted from it. If you do not receive a Social Security Check, the government will bill you quarterly for Medicare B.

Please be sure to read through the pre-enrollment materials as this packet contains everything you need to know about the benefits under your new plan.

Take advantage of our pre-recorded presentation which provides important information about how your plan works. You can access this presentation on the MEABT website (MEABT.org), under RESOURCES/USEFUL LINKS. *Medicare Advantage Educational Recording*

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