

# Your retirement form checklist

## Steps for retrieving, completing, and mailing retirement forms

Finding ways to make processes easier to understand is important to us. You can use this helpful checklist to navigate the steps for ensuring the right forms are completed and submitted.

### For a retiree and/or spouse under age 65

#### Retiree needs to:

- Complete the MEABT Transfer Health Plan to Retirement Status Form.
- Return the application to the district.

#### The district needs to:

- Complete the For School Use section.
- Return the application to Anthem via email to [mebrokerservices@anthem.com](mailto:mebrokerservices@anthem.com); or fax to 801-252-4292; or mail to:

Anthem Blue Cross and Blue Shield  
2 Gannett Drive  
South Portland, ME 04106  
Attention: Raelyn Duquette, 3W020

### For a retiree and/or spouse over age 65

#### Retiree needs to:

- Complete the MEABT Transfer Health Plan to Retirement Status Form, including section 3.
- Return the application to the district.

#### The district needs to:

- Complete the For School Use section.
- Return the application to Anthem via email to [mebrokerservices@anthem.com](mailto:mebrokerservices@anthem.com); or fax to 801-252-4292; or mail to:

Anthem Blue Cross and Blue Shield  
2 Gannett Drive  
South Portland, ME 04106  
Attention: Raelyn Duquette, 3W020

### Additional instructions for retiree and/or spouse over 65

- Provide two copies of Your Medicare Advantage Enrollment Guide if both retiree and spouse are 65 or over.
- Complete the forms found in Your Medicare Advantage Enrollment Guide.
- Use the enclosed envelope for all forms with the exception of the Vision form. Mail these completed forms to:

Anthem Blue Cross and Blue Shield  
PO Box 110  
Fond du Lac, WI 54936-0110;  
or fax to 877-494-7195

- Complete the Optional MEA Benefits Trust Retiree - Blue View Vision Form and email to [mebrokerservices@anthem.com](mailto:mebrokerservices@anthem.com); or fax to 801-252-4292; or mail to:

Anthem Blue Cross and Blue Shield  
2 Gannett Drive  
South Portland, ME 04106, Attention: Raelyn Duquette, 3W020

We're here to support you if you have any questions — big or small. Call Sharon Beaulieu, MEA Benefits Trust, at 207-622-4418, ext 2207; or Patty Whitcomb, Anthem, at 207-822-7556 for extra help.

