



RETIREMENT PROCEDURE

The paperwork needed to complete the retirement process is no longer handled for you by the Dana Human Resources Department.

The following are the steps you need to take upon deciding to retire:

- 1. Call Sara Layson (Dana HR) at 260-481-3118**, and give her the date that you would like to retire.
Pension paperwork will not process if Sara has not entered your retirement date into the system.
- 2. Call the Dana Pension Center at 1-866-338-9412** to request a retirement package.
This should be done 90 days in advance if you want to receive a timely pension payment.
- 3. Call the USW Pension Trust at 1-800-848-1953** and request a retirement package.
This should be done 30 days prior to your retirement date.

Late paperwork submitted to the USW Pension Trust, will **NOT** be processed retroactively. The processing of your USW paperwork and your first check will run 2-3 months behind your Dana pension, since all paperwork must be completed at Dana first.

It takes approximately 2 weeks for these packages to arrive. If you need help with your paperwork, see a committeeman in the union office, or Lynnette (432-6918) at the Union Hall.

IF YOU ARE 65

- 4.** If you are 65, you need to have Medicare Parts A & B.

Do not turn down Medicare Part B. Both Medicare Parts A & B are required for your VEBA Healthcare Plan. The VEBA's plan supplies your Part D (drug) coverage. Do not sign up for any drug plans or Medicare Supplement Programs.

HEALTH INSURANCE

- 5.** Pick up your healthcare enrollment form from the union hall. You will need to complete:
 - a.** The enrollment form.
 - b.** Authorization for Automatic Payment, if you want the premium deducted from your pension, checking, or savings account.
 - c.** A beneficiary form for the \$10,000 death benefit that is part of your insurance plan.
 - d.** If you are married and enrolling your spouse, a copy of your marriage certificate is required.

This needs to be mailed about 30 days prior to your retirement date. If you are Medicare eligible, a copy of your Medicare card needs to be sent with the paperwork.

PREMIUM INFORMATION

Non-Medicare

Highmark Blue Cross PPO

Member	\$253.00
Member & One Dependent	\$506.00
Family	\$632.00

Medicare Blue Cross Freedom Blue PPO

Member	\$ 97.00
Member & Spouse	\$194.00

These rates are effective through 12/31/2016

SPECIAL INSTRUCTIONS FOR VEBA LONG TERM DISABILITY RETIREES

Although you already have insurance with the Retiree VEBA, you still must complete:

- a. New application form.
- b. Instruction sheet for your desired method of payment.
- c. Beneficiary form - You are no longer covered by Met Life. You now have a \$10,000 Death Benefit, payable by the USW Retiree VEBA. If no beneficiary form is on file, the money will go to your estate.

These papers should be completed one month ahead of your retirement date. They can be mailed to you, or picked up at the union hall office. To request the forms by mail, call: **1-866-201-1344**, and report your retirement date.

401K

6. Contact Vanguard at **1-800-523-1188** to manage your account.

You may receive a letter from the Social Security Administration titled "Potential Private Pension Benefit Information." If you do, the information contained in this letter is in regards to your 401 account.