

# Moving from payroll to pension deduction

The transition from payroll deduction of NYSUT Member Benefits-endorsed programs to pension deduction is not immediate or automatic. However, if you follow the steps below, your transition should be a smooth process. Check off each step as it occurs:

- Call Member Benefits at 800-626-8101 when you know your definite retirement date. Member Benefits will then communicate that information to each of the plan administrators for programs that you participate in.
- Call each plan administrator for programs that you participate in to verify your address on record so you can be billed at home once your payroll deductions stop. Member Benefits can provide you with the necessary contact information.
- You should receive a bill for each program you had on payroll deduction. If you do not receive a bill, contact the applicable program administrator to verify that a bill was mailed to your proper address.
- Pay each bill you receive. It is necessary to be on home billing for one billing cycle so that your pension system has time to put your permanent monthly pension benefit in place.
- When you receive the bill for the next premium, it should include a Pension Deduction Authorization Card. Now is when you complete and sign the card and send it back with the bill to the plan administrator in lieu of payment.

Even though you may be receiving a monthly pension benefit, it doesn't mean your permanent benefit has been finalized. Deductions can only be taken from the permanent benefit.

*Any discounts you enjoyed with payroll deduction will continue for up to one year with your home billing. Pension deduction yields the same discounts and additional coverages as payroll deduction.*

**Note:** To be eligible for pension deduction of Member Benefits-endorsed programs, you must be receiving your regular monthly pension benefit from the New York State Teachers' Retirement System, New York City Teachers' Retirement System, New York State Employees' Retirement System, or New York City Board of Education Retirement System; it's also an option for retirees who receive income from a monthly lifetime annuity from TIAA.

If you do not receive a Pension Deduction Authorization Card with your second bill, contact Member Benefits at **800-626-8101** for one to be sent to you.

You must maintain NYSUT membership as a retiree in order to participate in pension deduction of NYSUT Member Benefits-endorsed programs.

Upon receipt of your Pension Deduction Authorization Card, the plan administrator will transmit the details to Member Benefits regarding pension deduction of your program(s). Member Benefits will then submit this information to your pension system to start the deduction with your next monthly benefit.

**This process must be done for each program in which you participate.**

Call Member Benefits if you have any questions along the way. The above is not a quick process, but it does work when all of the steps are followed.

For questions about continuing Member Benefits-endorsed programs or payroll or pension deduction, please contact Member Benefits at **800-626-8101** or visit [memberbenefits.nysut.org](http://memberbenefits.nysut.org).

