



PSERS Retired Member Newsletter

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Your *Form 1099-R* and Paperless Delivery

In January, PSERS will send you a *Form 1099-R* that reflects the total payments you received from PSERS during the calendar year. The form should be used to prepare your annual federal income tax return.

Members who have paperless delivery through PSERS Member Self-Service (MSS) Portal will receive their *Form 1099-R* sooner than those who do not have paperless delivery. Last year, PSERS sent nearly 50,000 *Form 1099-Rs* electronically!

If you have paperless delivery, you will not be mailed a paper *Form 1099-R* from PSERS. Your *Form 1099-R* will be available electronically through your MSS account in the "My Documents" tab. Members with paperless delivery will receive an email when their *Form 1099-R* is available.

Prepare to Access Your *Form 1099-R*

Now is a good time to check if you have access to your account to ensure that you can get your *Form 1099-R* when it is available. Don't wait until the last minute! Call volumes are significantly higher in January and February which may make reaching us more difficult.

Need help accessing your account?

Check out the MSS frequently asked questions page on the PSERS website. PSERS retirement representatives can also help you access your account.

Keeping your address up to date is an important action for your loved ones. PSERS sometimes receives requests for members' *Form 1099-Rs* after their passing for tax purposes. We send the form to the last known address of the deceased. After that form is sent, we can only provide the form to the deceased's executor upon request, so it's important that your address is kept current. See page 5 for instructions on updating your address.



It's an Open Enrollment For The Health Options Program

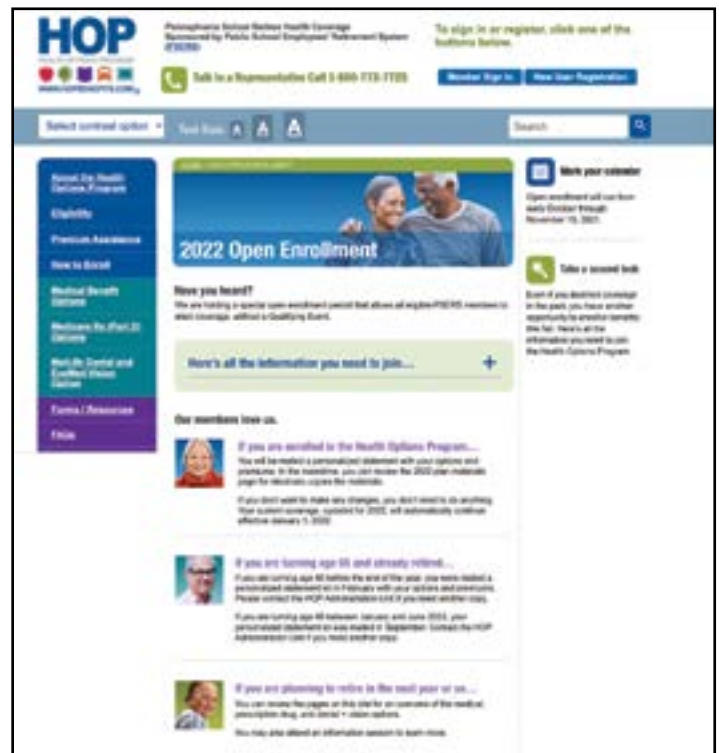
Fall is usually when we hold the annual Option Selection Period. This year it's more than that—it's an open enrollment. This means even if you declined coverage in the past, you have another opportunity to enroll in retiree health benefits, without the need for a Qualifying Event. For example, you can add a dependent, add medical or prescription drug coverage if you don't already have it, or enroll in dental and vision coverage. Some plans also include a wellness benefit through SilverSneakers.

OSP versus OE	
<p>Option Selection Period (OSP) is an annual opportunity for members who are currently enrolled in the Health Options Program to change their plan options, as applicable. OSP typically takes place in the fall.</p>	<p>Open enrollment (OE) is a special enrollment period that allows all eligible PSERS members, including current members, to elect or change coverage in the Health Options Program without the need for a Qualifying Event.</p>

Mark your calendar. Open enrollment will run from early October through November 15, 2021. If you want to join us, send in an application before the November 15 deadline.

Visit HOPbenefits.com/openenrollment.

On our website you'll find all the information you need to learn more about the benefits, how they work, what they cost, and the types of services and medications that are covered. When you are ready, download an application and return it before the November 15 deadline. If you have any questions, contact the HOP Administration Unit at 800.773.7725.



Receiving a Disability Retirement? Be Sure to Submit Your Annual Earnings Statement

If you are receiving a disability annuity and have not yet reached normal retirement age, you will be required to submit an *Annual Earnings Statement for Disability Benefits* (PSRS-1266) to verify the gross amount of income you earned during calendar year 2021. If your annual earnings plus your yearly disability retirement benefit exceed your last school year's salary, PSERS must collect the overpaid disability supplement from you.

PSERS sends the *Annual Earnings Statements for Disability Benefits* in January of each year for you to complete, verify, and return timely. If you have a Member Self-Service (MSS) account with paperless delivery, your statement will not be mailed. You will receive an email when your *Annual Earnings Statement* is available in the "My Documents" tab of your MSS account.

If you fail to timely submit an *Annual Earnings Statement* to PSERS, your disability benefit will be suspended until receipt of the statutorily required verification. Continued failure to submit the statement will result in the forfeiture of the disability portion of your retirement benefit. As part of this process, PSERS may also verify your reported earned income from other sources, including other Commonwealth agencies. If there is a discrepancy in reporting, then additional proof of your annual earnings (e.g., W-2s, pay stubs, etc.) will be required. Failure to provide proof, upon request, will result in your benefit being suspended and/or the disability portion of your retirement benefit being permanently forfeited.

PSERS Board of Trustees Meeting Schedule

December 16-17, 2021

PSERS Board meetings are held in Harrisburg at PSERS, located at 5 N 5th Street.

In addition to Board meetings, Committee meetings are held throughout the year. All PSERS Board meetings are open to the public.

For exact meeting times or if you would like to attend and require an accommodation to participate, please call Tivia Danner, PSERS Executive Office at 717.710.6459.

Follow PSERS on Social Media

Follow PSERS on social media for retirement information, educational videos and fact sheets, PSERS investment highlights, and more! PSERS is on Twitter, Facebook, and YouTube (PA Public School Employees' Retirement System)!



@PA_PSERS



@PennPSERS

2022 Payment Calendar

PSERS pays monthly retirement benefits on the last business day of the month for which they are due. Because PSERS group health insurance premiums are payable in advance, your medical deduction is for the next month. See chart below:

Benefit for Month of:	In 2022 Paid on:	Deduction of Medical Premium for:
January	January 31	February
February	February 28	March
March	March 31	April
April	April 29	May
May	May 31	June
June	June 30	July
July	July 29	August
August	August 31	September
September	September 30	October
October	October 31	November
November	November 30	December
December	December 30	January 2023

Missing Payments

Payments sent via electronic transfer (direct deposit) to your financial institution should be in your account on the last business day of the month. If your electronic deposit is not in your account on that date, **you should contact your financial institution to make sure the delay was not within its system.** If you are new to direct deposit or recently submitted a change to where your benefit is being deposited, please verify the account number and routing number with your financial institution.

Payments mailed to your home address may take additional time to reach you. Contact PSERS if your check does not arrive by the 10th of the following month (e.g., your January check has not arrived by February 10). Waiting until the 10th of the month allows the post office sufficient time to forward your check to you or reroute misdirected mail. You should contact PSERS immediately if you believe that your check was stolen or destroyed.

Update Your Address Anytime, Anywhere through PSERS Member Self-Service Portal.

As a retiree, you must maintain an up-to-date mailing address to ensure you receive important information from PSERS, including your yearly *Form 1099-R*. A current address also ensures that you continue to receive your monthly benefit payment. Regardless of how you receive your monthly benefit, whether direct deposit or a paper check, your payment may be stopped if your mailing address is not valid.

Through the Member Self Service (MSS) Portal, you can change your address anytime, anywhere. You may choose to have your new address take effect immediately or submit a new address with a future effective date.

All you need to register for an MSS account are the following:

- PSERS ID
- Social security number
- Date of birth
- A valid email address

Changing your address without an MSS account:

Submit your address change to PSERS in writing. You can do this either by sending a letter to PSERS or by completing the *Change of Address for PSERS Retirees and Non-Active Members* (PSRS-1301) form that is on the PSERS website. You may also call PSERS at 1.888.773.7748 and request that the form be sent to you. Be sure to include your signature, your PSERS ID or last four digits of your social security number, and the effective date of the change when you write to us.

Need Your PSERS ID?

Look for your PSERS ID in the top right corner of any recent PSERS correspondence sent to you (with the exception of your *Form 1099-R*). You can also connect with PSERS at ContactPSERS@pa.gov or 1.888.773.7748 to have your ID mailed to you.

Still Receiving a Paper Check?

Direct deposit is a safe, reliable way to receive your PSERS monthly payments. You will also avoid post office delays!

To sign up, please complete and mail the *Authorization for Direct Deposit – Electronic Transfer of Monthly Benefit* (PSRS-116) form located on the PSERS website. You may also call PSERS at 1.888.773.7748 to request a copy of the form.

Upon receipt of your properly completed form, we will update your account to stop the mailing of a paper check and authorize the electronic transmission of your retirement benefit to your bank account. A confirmation letter is sent when your direct deposit request is processed.

If you are changing the bank account where you would like to receive your benefit, PSERS strongly recommends that you do not close the old account until your monthly benefit payment is deposited successfully into your new account. Please note, it may take up to 60 days for direct deposit to become effective. You will continue to receive your paper check until direct deposit takes effect.

PSERS
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Local Calls:
717.787.8540

FAX:
717.772.3860

Website Address:
psers.pa.gov

Email Address:
ContactPSERS@pa.gov

Changes Coming Soon to PSERS Member Self-Service Portal

We are pleased to share with you that the Member Self-Service (MSS) Portal will be getting a new look. There will be new improvements to user experience, a mobile-friendly design, a search function for documents and secure messages, and more!

Stay tuned. How-to guides and more information for the new MSS Portal will be available closer to the launch.

Join Over 190,000 Members on PSERS MSS Portal!

Join more than 190,000 PSERS members who have registered for MSS and who can now access their pension account information online, anytime they need it. You can conduct many transactions in your retirement plan instantaneously online with the click of a button instead of filling out paper forms or contacting PSERS staff.

You can also manage your Paperless status. By signing up for MSS, you are automatically enrolled in Paperless Delivery which means you will receive most of your PSERS correspondence in your MSS account instead of through the mail. You can access your PSERS documents anytime, anywhere with MSS. To date, PSERS has saved more than \$1 million in printing and mailing costs!

You can opt out of Paperless Delivery at any time through the Paperless Delivery tab in MSS.

PSERS is proud to be an equal opportunity employer supporting workforce diversity.

PSERS Behind the Scenes

Introduction to PSERS' Bureau of Communications and Counseling (BOCC)

When you have a question or need assistance, the PSERS Bureau of Communications and Counseling (BOCC) is there for you. Made up of four areas, BOCC serves as much of the face and voice of the organization.

Employer Service Center (ESC)

Everything starts with reporting by employers. Employers are responsible for reporting the wages, contributions, and service time that reflect the benefits that have been earned by PSERS members. More than 3 million records are reported to PSERS by employers each year and it is ESC's job to train and assist employers with ensuring that this is done properly and accurately.

Member Demographics Unit (MDU)

This area functions like a member intake and management area. When you nominate your beneficiaries, have any address issues, or changes not handled through employers or your Member Self-Service (MSS) account, need an income verification, designate a power of attorney, make a multiple service election, and much more, it is all handled here. This small but dedicated unit handles over 20,000 transactions a year.

Member Service Center and Regional Offices

When you call, or email, or walk into a physical office, these are the staff who assist you. They also provide retirement estimates, conduct webinars for new member class elections and retirement exit counseling, and provide in-person retirement exit counseling and group educational sessions. Members who do not attend a counseling session provided by PSERS are much more likely to have errors in their retirement applications, causing what could be costly delays in the processing of their retirement benefit even if the member worked with a financial planner. Up until your retirement benefit is being processed, these are probably the most important PSERS staff persons for you. Questions about your account, PSERS health insurance eligibility, returning to service, your retirement estimates, counseling, etc. are answered here. These very knowledgeable staff persons answer more than 200,000 emails and phone calls per year. Throughout the pandemic, they adapted to provide all services remotely and quickly returned to being in the seven offices located across the state to ensure continued service to you.



**PSERS
5 N 5th Street
Harrisburg PA 17101-1905**

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Public School Employees' Retirement System
Important Information from the
Commonwealth of Pennsylvania