Appalachian State University
East Carolina University
Elizabeth City State University
Fayetteville State University
North Carolina Agricultural and Technical State University
North Carolina Central University
North Carolina State University
North Carolina School of Science and Mathematics
University of North Carolina at Asheville
University of North Carolina at Chapel Hill
University of North Carolina at Charlotte
University of North Carolina at Greensboro
University of North Carolina at Pembroke
University of North Carolina Wilmington
University of North Carolina School of the Arts
Western Carolina University
Winston-Salem State University
Other Affiliates:
- University of North Carolina Health Care
- University of North Carolina Press
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Preparing for retirement is about your vision for the future and saving funds to make your dream a reality. Building a retirement nest egg is a process that spans your entire career. And, because people are living longer than ever before, that nest egg likely will need to last you 20 years or more.

At the University of North Carolina System (UNC System), we understand how important it is to save for your retirement, so we offer benefits that support your savings goals. And we’re here to help you make informed decisions to smooth the path ahead.

To get the most out of your retirement savings, you’ll need a strong plan that carries you through retirement and helps your savings continue to grow once you retire.

Use this brochure to understand:

1. Your State of North Carolina and UNC System retirement benefits
2. Key details about planning for retirement
3. What to do when you are ready to retire

Did you know?

In addition to the processes and details outlined in this brochure, each UNC System constituent institution has a separate process for initiating retirement related to institution-specific benefits. For details, contact your institution’s HR Benefits Representative.
Why You Need a Plan

Planning for retirement is all about you. Who do you want to be and how do you want to live? How will you fund your life?

The time to plan is now.

Here are a few of the reasons why planning is so important:

- Even if you’re close to retirement, it’s never too late to save as much as you can. Your money can grow over time through interest and investment earnings.

- The cost of living continues to rise. Your priority is paying for today’s needs, but if you don’t set aside money now, your funding gap gets bigger each year.

- Most people assume they will be able to get by on less money in retirement, but that may not be the case. When asked about spending in retirement, 30% of retirees say it is unchanged from their working years. It’s best to go ahead and do the math to set a target.

- You may think you’ll work into retirement. While this makes sense, life can sometimes get in the way. In a recent study, 47% of retirees say they retired unexpectedly, often due to health problems, disabilities, downsizing or business closure or having to care for a loved one.

- When you save automatically, you’ll adjust to your new take-home pay while you have a pot of money building for you.

The amount of pre-retirement income experts estimate you will need to maintain the same lifestyle in retirement.
For people currently age 65 or older, Social Security will only provide 30%-35% of their income in retirement. This means you will have to save the remaining 65%-70% of your retirement income through savings vehicles like TSERS or the ORP, Supplemental Retirement Plans and your personal savings. Generally, your TSERS or ORP savings may cover roughly 45%-50% of your retirement income, and the remaining 15%-25% will need to come from other sources of personal savings.
Will You Be Ready?

Retirement readiness is defined by your financial situation and so much more. Here are some factors to help you think about what it really means to be ready to retire.
Did you know?

According to the most recent American Time Use Survey from the Bureau of Labor Statistics, Americans ages 65 to 74 spend only about 1.7 more hours per day on leisure activities than the rest of the population. There may be more demands on your time than you think, so plan ahead now to ensure you make the most of the leisure time you do have in retirement!

Source: www.retirement-living.com/proaging-network/study-reveals-how-retirees-spend-their-time/

Your finances
Can you afford to retire? When you add up your sources of income, will you have enough to last you the nearly 20 years you could enjoy in retirement? Also think about major expenses, such as a mortgage. Remember that retirement may bring new expenses, like travel or health care.

Your family
Do you still have children to support, or family to visit with your new free time? If you’re married, you’ll need savings and a vision that works for both of you.

Your lifestyle
If your goal is to enjoy retirement, how will you spend your days? Hobbies, travel and even another job all impact how much money you’ll need for your retirement.

Your health
Whether you are healthy now or know that you’ll have health issues to address in retirement, you need to be prepared to spend more on health care. According to the AARP, a 65-year-old couple retiring this year will need approximately $240,000 to cover future medical costs, not including the costs of long-term care.

Your home
Do you plan to stay in your home? If so, you may need to renovate. Would you rather downsize, or join a retirement community?
Getting the Most from Your Benefits

Now that you have a sense of the various retirement income sources and what you will need to consider as you plan to retire, let’s take a closer look at the UNC System’s retirement benefits.
**TSERS or the ORP**

Through the Mandatory Retirement Program, UNC System employees are required to participate in either TSERS or the ORP. Here’s how these plans compare.

<table>
<thead>
<tr>
<th>Key Provision</th>
<th>TSERS</th>
<th>ORP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Who is eligible?</td>
<td>Permanent employees working 30 hours or more per week.</td>
<td></td>
</tr>
<tr>
<td>Type of Plan</td>
<td>Defined Benefit (DB)</td>
<td>Defined Contribution (DC)</td>
</tr>
<tr>
<td>Who contributes? How much?</td>
<td>You contribute 6% of pay on a pre-tax basis; UNC System contributes an amount as defined by the General Assembly.</td>
<td>You contribute 6% of pay on a pre-tax basis; UNC System contributes 6.84%.</td>
</tr>
<tr>
<td>Who makes the investment decisions and assumes investment risk?</td>
<td>State Treasurer makes all the investment decisions and assumes investment risk.</td>
<td>You control and monitor your investment elections. You can choose from two carriers and can allocate your contributions and the UNC System’s contributions to one carrier, or you can allocate them to different carriers.</td>
</tr>
<tr>
<td>What about vesting?</td>
<td>You must complete five years of membership service to be fully vested.</td>
<td>You are 100% vested in your contributions immediately; you are 100% vested in the UNC System’s contributions after five years of ORP participation.</td>
</tr>
<tr>
<td>How is the benefit determined?</td>
<td>The benefit formula is based on your years and months of Creditable Service, salary, actuarial formula, and the payment option you choose when you retire.</td>
<td>Your benefit is based on the contributions to the plan, investment performance and the payment option you choose when you take a distribution from the plan.</td>
</tr>
</tbody>
</table>

**What Is Vesting?**

Vesting refers to the portion of your retirement benefit that you own. Vesting schedules apply to both TSERS and the ORP, and these schedules determine when you are eligible to receive benefits (such as a monthly annuity) under each plan.
# Determining Your Mandatory Retirement Benefit

## How It's Determined

<table>
<thead>
<tr>
<th>TSERS</th>
<th>ORP</th>
</tr>
</thead>
<tbody>
<tr>
<td>• A defined benefit plan. <strong>Your benefit is determined by a set formula.</strong> This formula is based on your Average Final Compensation (the average compensation of your highest 48 consecutive months), your Creditable Service and the Retirement Factor (currently 1.82%).</td>
<td>• A defined contribution plan. <strong>Your benefit is determined by the contributions you and UNC System make to your ORP account and how well your investments perform over time.</strong></td>
</tr>
<tr>
<td>• Unused sick leave as of your retirement date will be converted to Creditable Service (every 20 days of unused sick leave as of your retirement date will convert to one month of Creditable Service).</td>
<td>• Your benefit is based on the value of your ORP account at the time you begin taking a distribution.</td>
</tr>
<tr>
<td>• You also receive one more month of Creditable Service for any amount of unused sick leave that is less than 20 days but at least one hour. For example, if you retired with 24 days of unused sick leave, you would receive an additional two months of Creditable Service.</td>
<td></td>
</tr>
</tbody>
</table>

## Value/Additional Value

<table>
<thead>
<tr>
<th>TSERS</th>
<th>ORP</th>
</tr>
</thead>
<tbody>
<tr>
<td>• To check your Creditable Service, obtain your Estimate of Retirement Benefits or to access your annual benefits statements to determine your retirement readiness, visit ORBIT at <a href="https://orbit.myncreirement.com">https://orbit.myncreirement.com</a>. If you have not used ORBIT before, you will need to register by clicking on the Register button on the login page.</td>
<td>• To access and monitor your ORP account information, visit your investment vendor’s website. You also can use the online tools and calculators to estimate your monthly benefit and identify potential income gaps.</td>
</tr>
<tr>
<td></td>
<td>• Before you retire, you may wish to meet with a retirement representative from your investment vendor.</td>
</tr>
</tbody>
</table>

## Access

<table>
<thead>
<tr>
<th>TSERS</th>
<th>ORP</th>
</tr>
</thead>
<tbody>
<tr>
<td>• To check your Creditable Service, obtain your Estimate of Retirement Benefits or to access your annual benefits statements to determine your retirement readiness, visit ORBIT at <a href="https://orbit.myncreirement.com">https://orbit.myncreirement.com</a>. If you have not used ORBIT before, you will need to register by clicking on the Register button on the login page.</td>
<td>• To access and monitor your ORP account information, visit your investment vendor’s website. You also can use the online tools and calculators to estimate your monthly benefit and identify potential income gaps.</td>
</tr>
<tr>
<td></td>
<td>• Before you retire, you may wish to meet with a retirement representative from your investment vendor.</td>
</tr>
</tbody>
</table>
Supplemental Retirement Plans

The Supplemental Retirement Plans are a great resource to help close any gaps in your overall retirement income. And, they can help further diversify your retirement savings portfolio. These plans include:

**UNC System 403(b) Plan**
Current vendors are TIAA and Fidelity. All employees who pay Social Security and Medicare taxes are eligible to participate. Contributions can be made pre-tax and/or after-tax through a Roth account.¹

**UNC System 457(b) Plan**
Current vendors are TIAA and Fidelity. All employees who pay Social Security and Medicare taxes are eligible to participate. You may elect to make either pre-tax or Roth after-tax contributions.¹

**State 457(b) Deferred Compensation Plan**
Currently administered by Prudential. All North Carolina public employees are eligible to participate. Your contributions are made pre-tax and/or after-tax through a Roth account.¹ As with the 401(k) plan, your account is held in a trust by the state of North Carolina exclusively for participants and their beneficiaries.

**State 401(k) Plan**
Currently administered by Prudential. All permanent employees who participate in TSERS or ORP are eligible to enroll. This state-sponsored plan also allows you to make contributions pre-tax and/or after-tax through a Roth account.¹ Your account is held in a trust by the state of North Carolina exclusively for participants and their beneficiaries.

¹ If you elect to make pre-tax contributions, your contributions and earnings are generally taxed as ordinary income upon distribution at retirement. If you elect to make Roth after-tax contributions, your contributions and earnings are generally not taxed upon distribution at retirement as long as you meet the special Roth distribution rules.

Get a yearly checkup
Take time every year to review your retirement savings account and make changes if necessary.
Expert Advice to Help You Retire with Confidence

If you’re like most retirement plan participants, you may struggle with feeling confident about making financial decisions regarding how much to save, or how to invest.

UNC System believes in helping you make the most of your benefits in order to help you build a solid financial future and has partnered with CAPTRUST — an independent investment advisory firm.

CAPTRUST provides ORP participants with access to professional, unbiased investment advice. CAPTRUST will not sell you any products — their services are made available to you as part of the UNC System retirement plan benefits package. CAPTRUST will work with you to create a Retirement Blueprint™, a comprehensive planning tool tailored to your individual needs.

How do I make an investment advice appointment with CAPTRUST?

The easiest way to make an investment advice phone appointment is to schedule it online at www.captrustadvice.com. You can also call CAPTRUST directly at 800-967-9948.

Your Personalized Blueprint For Retirement

When you call CAPTRUST, a Retirement Counselor will work with you to create a Retirement Blueprint™.

This individualized planning report is designed to assist you in developing and achieving your retirement goals. The CAPTRUST Retirement Counselor guides you through the decision-making process and provides you with individual advice as to how much you need to save, how to invest your retirement assets and how to integrate your information alongside your spouse’s accounts and/or other sources of retirement income.

The Blueprint report is delivered to you following the phone consultation and serves as the foundation for your financial decisions. You can update your Blueprint as often as you wish by calling the CAPTRUST Advice Desk. The Blueprint contains the information you provided, the investment advice offered and projections for your future retirement needs.
Retiree Health Insurance

Your health care needs and expenses are likely to change during your retirement. When you are living on more of a fixed income, a large medical bill can devastate your finances. That’s why it’s important to plan ahead for health care coverage and factor these costs into your retirement budget. Through the State Health Plan of North Carolina, you and your dependents may have access to continued coverage, which will coordinate with Medicare (once you become eligible) to provide health care benefits for you in retirement.

Eligibility

Employees first hired prior to October 1, 2006, are eligible to continue health insurance coverage under the State Health Plan of North Carolina when they retire if:

- They have at least five years of TSERS contributory retirement service or ORP participation, and
- They receive a monthly retirement benefit from TSERS or the ORP.

Employees first hired on or after October 1, 2006, are eligible to continue health insurance coverage under the State Health Plan of North Carolina when they retire based on the following retirement service rules or requirements:

- Have at least 20 years of retirement service credit (Employees with fewer than 20 years of retirement service credit are eligible to continue health coverage under the State Health Plan of North Carolina when they retire by paying a larger percentage), and
- Receive a monthly retirement benefit from TSERS or the ORP.

In all cases, the full cost of dependent coverage, if elected, must be paid by you.

HOW IT WORKS

Retiring and 65 or Older

Retiring members and/or dependents who are Medicare-eligible who begin the retirement process 120 days (if enrolled in TSERS) or 90 days (if enrolled in the ORP) prior to the benefit effective date will be auto-enrolled into the UnitedHealthcare® (UHC) Group Medicare Advantage (PPO) Base Plan. This base plan is premium-free for retiree-only coverage. The retirement application must be processed completely and the employee must be enrolled in the UHC Group Medicare Advantage (PPO) Base Plan prior to the effective date of coverage.

If the application is not completely processed prior to the effective date of coverage, the retiree will be auto-enrolled in the 70/30 Plan.

Changes to plan elections can be made during the next Open Enrollment period. If retirees have dependents who are non-Medicare Primary, they will be automatically enrolled into the health plan they were enrolled in as an active dependent.

Retiring and Not Yet 65

Retiring members who are under 65 will be automatically enrolled in the health plan they were enrolled in as an active employee along with any covered dependents. Retiring employees with questions about their health plan options should contact the Eligibility and Enrollment Support Center at 855-859-0966.
WHEN RETIREE HEALTH COVERAGE BEGINS

Generally, you transition to retiree group health coverage without a break in coverage, provided your retirement date immediately follows your date of termination of active employment.

Medicare

The State Health Plan pays claims based on the assumption that the Medicare-eligible retiree is enrolled in Medicare, regardless of whether or not he/she has actually enrolled in Medicare. Your University’s HR Office will work with you to convert your active health coverage to retiree group health coverage and adjust your contributions accordingly.

Important Note: You forfeit your eligibility for the state’s retiree group health plan coverage if you withdraw your entire account from TSERS or the ORP, or if you transfer or roll over the entire account to an individual retirement account (IRA) or another employer’s retirement plan.

Quick Tip

To help you determine your future retirement benefit under Social Security, access the Social Security benefit calculators at www.ssa.gov or by calling 800-772-1213.

You may contact the vendor and investment carrier websites for specific information about the Supplemental Retirement Plans.

Retiree Planning Tools and Resources

There are a variety of tools and resources available online through the NC Department of State Treasurer and UNC System to help you plan for retirement.

The following decision-support resources are available online at https://myapps.northcarolina.edu/hr/benefits-leave/retirement/:

• TSERS Handbook
• Your Mandatory Retirement Plan Decision Guide
• Your Supplemental Retirement Plan Decision Guide
• Your Guide to Investing in the UNC System Retirement Plans
• ORP Plan Summary
• 403(b) Plan Summary
• 457(b) Plan Summary

Find additional resources and a Retirement Estimator for TSERS at www.nctreasurer.com or https://orbit.myncretirement.com.
Options for Taking Your Retirement Benefit

It’s important to understand the timing and the distribution options available under TSERS and the ORP, because they may impact your retirement date. Review the information below to choose a distribution option that’s right for you based on your savings goals and overall strategy.
For detailed information about each of these options, go to https://myapps.northcarolina.edu/hr/benefits-leave/retirement/.

To help decide which option may be right for you, review examples using the Retirement Estimator, www.orbit.myncretirement.com.

TSERS
You may take a full benefit from TSERS if you:¹

• Are age 65 with five years of membership service,
• Are age 60 with 25 years of Creditable Service, or
• Have 30 years of Creditable Service at any age.

You may take a reduced benefit if you retire early, as follows, and are:

• Age 50 + 20 years of Creditable Service, or
• Age 60 + 5 years membership service.

¹ Note that law enforcement officers may have different retirement benefits, eligibility for those benefits and/or distribution options. Please contact your HR Benefits Representative for detailed information

CHOOSE YOUR PAYMENT
Under TSERS, you have the flexibility to choose the distribution option that best suits your savings goals, including:

<table>
<thead>
<tr>
<th>Maximum Option</th>
<th>100% Joint and Survivor</th>
<th>50% Joint and Survivor</th>
<th>Social Security Leveling</th>
<th>Modified Joint and Survivor (also referred to as “pop-up” options)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Combination benefit between the 100% Joint and Survivor Option and the Maximum Option</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Combination benefit between the 50% Joint and Survivor Option and the Maximum Option</td>
</tr>
</tbody>
</table>
RECEIVE PAYMENTS
Once you elect your distribution option, payments will be made as follows:

- Your first payment is always a physical check.
- Subsequent payments will be sent to you via direct deposit on the 25th of each month. (Note that December payments generally are made early.)

For example, if you retire on July 1, your first payment will be mailed to you on or about July 25, and your second payment will be directly deposited to your checking or savings account on August 25.

INITIATE RETIREMENT
To initiate the retirement process from the state and to begin receiving your TSERS benefits, contact your HR Benefits Representative at least four months prior to your retirement date. Forms can only be filed with TSERS 120 days (four months) in advance of your retirement date.

Providing Notice of Your Retirement
Note that your HR Benefits Representative may not contact your manager/supervisor concerning your impending retirement. Once you know your retirement date, notify your manager and be sure to provide plenty of advance notice of your resignation. We suggest providing at least two weeks notice to your manager if you are paid bi-weekly and one month’s notice if you are paid monthly.
The ORP
You become eligible to receive a distribution from the ORP upon termination from employment or retirement from the UNC System. Note that you need five or more years of ORP participation to be fully vested and receive your ORP benefit.

As you consider your distribution options, please note that the IRS requires you to take a distribution from the ORP no later than April 1 of the calendar year following the calendar year in which you either become age 70½ or you retire, whichever is later.

CHOOSE YOUR PAYMENT OPTION
Under the ORP, you have the flexibility to choose the distribution option that best suits your goals.

| Single Life Annuity | Two Life Annuity | Systematic Withdrawals | Fixed Period Withdrawals | Any combination of payment options available from the ORP investment carrier that meets your income needs |

For detailed information about each of these options, contact your investment carrier.

INITIATE RETIREMENT
To initiate the retirement process from the UNC System and to begin receiving your ORP benefits:

- Contact your ORP investment carrier three months prior to your scheduled retirement date to complete the required documents to start your distribution payments.
- Schedule a meeting with your HR Benefits Representative three months prior to your scheduled retirement date to complete the Optional Retirement Program of the University of North Carolina Acknowledgment of Participation form (Form ORP-3). Have your HR Benefits Representative validate the form so it can be processed.

Note: Minimum Distribution Rules also apply to individuals who are in “phased retirement” and receiving distributions from the ORP. To be eligible to receive distributions from the ORP, you must meet the definition of “normal retirement” under the plan, so for ORP purposes, you are considered retired.
Don’t Forget About Taxes

Even though you contribute to TSERS and the ORP on a pre-tax basis, there are state and federal tax implications associated with taking distributions from these plans, based on the type of distribution you take and when you take it.

STATE TAXES

The amount of the distribution subject to North Carolina state income tax is the amount that is reportable for income tax. Additionally, certain amounts may be tax-exempt based on the Bailey Settlement (as explained below).

The Bailey Settlement

As a result of the North Carolina Supreme Court’s decision in Bailey v. State of North Carolina, you may be exempt from NC state income taxes under TSERS or the ORP if you retire and reside in North Carolina and you:

• **Participated** in TSERS and had five years of membership service (are **vested**) as of August 12, 1989, or
• **Enrolled** in the ORP prior to August 12, 1989.

For more information, contact your HR Benefits Representative, or visit the NC Department of Revenue website at [www.dornc.com](http://www.dornc.com). You also may wish to speak with your tax or financial advisor.

FEDERAL TAXES

Distributions are taxable in the year they are received.

Note that a 10% penalty tax may apply for early distributions (i.e., distribution received before an employee reaches age 59½). If you withdraw your entire account from the ORP or TSERS, this will impact your eligibility for retiree health insurance.

Retired participants aged 70½ or older must begin taking minimum annual distributions or pay a 50% excise tax on the distribution that should have otherwise been received by the participant.

Prior to July 1, 1982, employee contributions to TSERS and the ORP were made on an after-tax basis, which means only the earnings on these contributions will be taxed. Remember, employee contributions made on a pre-tax basis, as well as the earnings on those contributions, can be taxed. Consult with your tax or financial advisor to discuss your personal situation and any applicable taxes you may incur.
Dental, Vision and Life Insurance After You Retire

Certain benefits end when you retire: life insurance, dental and disability coverage. Check with your HR Benefits Representative for information on any benefits and options for continuing them. Keep these benefits changes in mind when determining your retirement income needs and sources of income, and consider whether you will need to purchase additional coverage. Here are your options:

**TSERS RETIREES**

**Dental, vision and life insurance.** If you are enrolled as an active employee through NCFlex, these benefits will end upon termination of employment. You have two options:

- Elect to continue your current dental and vision coverage through COBRA (explained below)
- Elect to enroll for retiree dental, vision, and/or life and accident disability coverage through Pierce Insurance, which is offered through the State Retirement System.

If you have life insurance as an active employee, you may convert your life insurance coverage to a separately rated group term life policy, or make it a whole life policy by contacting the life insurance vendor.

**COBRA (For up to 18 months following termination)**

- If you choose to enroll in COBRA coverage upon termination, you may elect COBRA coverage for dental and/or vision coverage for up to 18 months. You pay the full cost of this COBRA coverage.

**Pierce Insurance (Can start 18 months after termination)**

- After 18 months, when your COBRA coverage ends, it is considered a qualifying event known as a “loss of coverage.” You may elect to enroll for retiree dental, vision and/or life and accident disability coverage with Pierce Insurance.
- Additional information can be found on [www.ncretiree.com](http://www.ncretiree.com), or call 855-627-3847.

The North Carolina Retired Governmental Employees Association (NCRGEA) also offers a variety of retiree coverage options such as dental and vision. Members can access a list of benefits via the NCRGEA website at [www.ncrgea.com/list-of-benefits](http://www.ncrgea.com/list-of-benefits)
ORP RETIREES

Dental and vision insurance

- If you are already enrolled in dental and/or vision coverage as an active employee through NCFlex, these benefits will end upon termination of employment.
- You may elect COBRA coverage for dental and/or vision coverage for up to 18 months.
- Upon retirement or at the end of your COBRA coverage, you may choose from a variety of retiree coverage options such as dental and vision available through membership in the North Carolina Retired Governmental Employees Association (NCRGEA). Members can access a list of benefits via the NCRGEA website: www.ncrgea.com/list-of-benefits.
  
  Note that you will not receive any information about these benefits unless you contact the NCRGEA directly.

Life Insurance

- If you have life insurance as an active employee, you may convert your life insurance coverage to a separately rated group term life policy, or make it a whole life policy by contacting the life insurance vendor.

NOTE: If you participate in an after-tax plan offered by your university, please discuss the options for continuation of coverage with your campus Benefits Office.

NC Retirement Governmental Employees Association (Can start 18 months after termination)

- After 18 months, when your COBRA coverage ends, it is considered a qualifying event known as a “loss of coverage.” You may elect to enroll for retiree dental, vision and/or life and accident disability coverage with NC Retirement Governmental Employees Association.

- Additional information can be found on www.ncretiree.com, or call 855-627-3847.

IN THE EVENT OF YOUR DEATH

Even though it’s unpleasant to think about, it’s important to understand what will happen to your benefits in the event of your death.

TSERS Participants

You may elect an optional contributory death benefit, which provides a $10,000 lump-sum payout to your designated beneficiary in the event of your death. If elected, you pay the full cost of this benefit, which can be deducted from your monthly retirement check. TSERS will mail you the information about this benefit once you initiate the retirement process.

ORP Participants

Your contributions and UNC System’s contributions become 100% vested. Your total ORP account value will be paid to your designated beneficiary in the event of your death.
Aside from your UNC System-provided retirement benefits and personal savings, you also may receive benefits from Social Security and Medicare. While Social Security benefits will provide a portion of your retirement income, remember that it is not intended to be your only source of income. Additionally, you will not receive your Social Security benefits automatically. You must apply for them.
Determining Social Security Eligibility

Generally, you are eligible to receive your full Social Security benefit based on the year you were born. You may be eligible to receive your Social Security benefits early, although the amount of your benefit will be reduced. The table below shows full retirement age and illustrates how your benefit — and, if married, your spouse’s benefit — could be reduced if you begin receiving Social Security at age 62.

<table>
<thead>
<tr>
<th>Year of Birth</th>
<th>Full (normal) Retirement Age</th>
<th>Months between age 62 and full retirement age</th>
<th>At Age 62</th>
<th>$1,000 retirement benefit would be reduced to</th>
<th>The retirement benefit is reduced by</th>
<th>$500 spouse’s benefit would be reduced to</th>
<th>The spouse’s benefit is reduced by</th>
</tr>
</thead>
<tbody>
<tr>
<td>1937 or earlier</td>
<td>65</td>
<td>36</td>
<td>$800</td>
<td>20.00%</td>
<td>$375</td>
<td>25.00%</td>
<td>$375</td>
</tr>
<tr>
<td>1938</td>
<td>65 and 2 months</td>
<td>38</td>
<td>$791</td>
<td>20.83%</td>
<td>$370</td>
<td>25.83%</td>
<td>$370</td>
</tr>
<tr>
<td>1939</td>
<td>65 and 4 months</td>
<td>40</td>
<td>$783</td>
<td>21.67%</td>
<td>$366</td>
<td>26.67%</td>
<td>$366</td>
</tr>
<tr>
<td>1940</td>
<td>65 and 6 months</td>
<td>42</td>
<td>$775</td>
<td>22.50%</td>
<td>$362</td>
<td>27.50%</td>
<td>$362</td>
</tr>
<tr>
<td>1941</td>
<td>65 and 8 months</td>
<td>44</td>
<td>$766</td>
<td>23.33%</td>
<td>$358</td>
<td>28.33%</td>
<td>$358</td>
</tr>
<tr>
<td>1942</td>
<td>65 and 10 months</td>
<td>46</td>
<td>$758</td>
<td>24.17%</td>
<td>$354</td>
<td>29.17%</td>
<td>$354</td>
</tr>
<tr>
<td>1943-1954</td>
<td>66</td>
<td>48</td>
<td>$750</td>
<td>25.00%</td>
<td>$350</td>
<td>30.00%</td>
<td>$350</td>
</tr>
<tr>
<td>1955</td>
<td>66 and 2 months</td>
<td>50</td>
<td>$741</td>
<td>25.83%</td>
<td>$345</td>
<td>30.83%</td>
<td>$345</td>
</tr>
<tr>
<td>1956</td>
<td>66 and 4 months</td>
<td>52</td>
<td>$733</td>
<td>26.67%</td>
<td>$341</td>
<td>31.67%</td>
<td>$341</td>
</tr>
<tr>
<td>1957</td>
<td>66 and 6 months</td>
<td>54</td>
<td>$725</td>
<td>27.50%</td>
<td>$337</td>
<td>32.50%</td>
<td>$337</td>
</tr>
<tr>
<td>1958</td>
<td>66 and 8 months</td>
<td>56</td>
<td>$716</td>
<td>28.33%</td>
<td>$333</td>
<td>33.33%</td>
<td>$333</td>
</tr>
<tr>
<td>1959</td>
<td>66 and 10 months</td>
<td>58</td>
<td>$708</td>
<td>29.17%</td>
<td>$329</td>
<td>34.17%</td>
<td>$329</td>
</tr>
<tr>
<td>1960 and later</td>
<td>67</td>
<td>60</td>
<td>$700</td>
<td>30.00%</td>
<td>$325</td>
<td>35.00%</td>
<td>$325</td>
</tr>
</tbody>
</table>

1 If you were born on January 1st, you should refer to the previous year.
2 If you were born on the 1st of the month, your benefit is figured (and your full retirement age) as if your birthday was in the previous month. If you were born on January 1, your benefit is figured (and your full retirement age) as if your birthday was in December of the previous year.
3 You must be at least 62 for the entire month to receive benefits.
4 Percentages are approximate due to rounding.
5 The maximum benefit for the spouse is 50% of the benefit the worker would receive at full retirement age. The % reduction for the spouse should be applied after the automatic 50% reduction. Percentages are approximate due to rounding. Source: www.ssa.gov.

Quick Tip

You may have to pay federal income taxes on up to 85% of your Social Security benefits, depending on your personal circumstances. For more information, visit the Social Security website at www.ssa.gov.
Medicare and You

- Medicare is the federal health insurance program for people who are 65 or older.
- You become eligible once you reach age 65, but you will not receive coverage automatically; you must apply for coverage. You should enroll for Medicare Parts A and B three months prior to turning age 65 (if you are actively at work at age 65, you can delay enrolling for Medicare Part B until your employment ends).
- Upon your retirement if you are age 65 or older, your Medicare benefits will begin paying primary the month in which you retire and your State Health Plan coverage will be considered secondary.
- To enroll for Medicare coverage, visit www.ssa.gov or call 800-772-1213.

Why It’s Important to Enroll in Medicare Part B If You Are Medicare-Eligible

**Once you become eligible for Medicare and it becomes primary, you must enroll in Medicare Part B to receive full benefit coverage. If you don’t, you will pay extra.**

**HERE’S HOW IT WORKS:** If you are covered under the State Health Plan as a member or a dependent of a member, and you are eligible for Medicare Part B, your benefits under the State Health Plan will be paid as if you are enrolled for coverage under Medicare Part B — even if you have not enrolled for such coverage.

This means that even if you have not enrolled in Medicare Part B, your health benefit plan will reduce your claim by the benefit that would have been available to you under Medicare Part B. Then it will pay the remaining claim amount under the terms of your health benefit plan. As a result, you are responsible for the amount that would have been paid by Medicare Part B even if you do not enroll in Medicare Part B. The bottom line: Enroll in Medicare Part B to receive full benefit coverage.

For more information, visit the retiree portion of the State Health Plan of North Carolina (SHPNC) website at www.shpnc.org, or call Customer Service at 888-234-2416.

You also can contact the Seniors’ Health Insurance Information Program (SHIIP) at 800-443-9354 (toll-free), or 919-807-6900.

Applying for Social Security and Medicare Benefits

Generally, you should apply for Social Security and Medicare benefits within three months prior to reaching your full retirement age.
You may be eligible to receive Social Security benefits at age 62, but these benefits will be reduced because you are taking them before reaching your full retirement age. Review the table on page 22 of this brochure for an estimate of how your benefits may be reduced if you take them early.

You can delay your Social Security benefits after age 65.

Regardless of when you decide to begin receiving your Social Security benefits, if you are retiring, you should still apply for Medicare benefits within three months of your 65th birthday to ensure full coverage.

If you wait longer to apply, you may pay more for your Medicare medical insurance (Part B).

You do not have to apply for Medicare if you are still working. Active employees can maintain primary coverage under the State Health Plan.

To apply for Social Security and/or Medicare, visit www.ssa.gov or call 800-772-1213.
Countdown to Retirement

You’ve worked hard — it’s time to get ready to enjoy retirement! Refer to the timeline on the next page to help you select your retirement date and take all the right steps leading up to it.
BEFORE RETIREMENT

**TSERS and ORP Participants**

9-12 MONTHS: TSERS and ORP Participants:
- Begin taking a financial inventory — including all your sources of retirement income — and make a plan for retirement based on how you want to spend it.
- Determine your retirement date and schedule an appointment with the Social Security Administration office by calling 800-772-1213, if appropriate.

6 MONTHS: TSERS and ORP Participants:
- Consider speaking with your tax and/or financial advisor to ensure you understand the tax implications of your decisions.
- Notify your manager/supervisor about your upcoming retirement.
- Contact your 401(k), 457(b) or 403(b) plan provider to discuss your distribution options.

3 MONTHS: TSERS and ORP Participants:
Enroll in Medicare Part A and B online at www.ssa.gov (if you will be age 65 as of your retirement date) and/or apply for Social Security benefits.

2 MONTHS: TSERS and ORP Participants:
- Prepare your resignation letter. Provide it to your manager at least two weeks prior to your retirement date if you are paid bi-weekly and one month prior to your retirement date if you are paid monthly.
- Contact your 401(k), 457(b) or 403(b) plan provider to complete the required paperwork to receive a distribution.

**TSERS Participants**

6 MONTHS: TSERS Participants:
- Review your distribution options by reading the TSERS Handbook.
- Contact TSERS at 877-627-3287 regarding any special service credits you might have purchased or transferred, and review your Creditable Service.

4 MONTHS: TSERS Participants:
Meet with your HR Benefits Representative to:
- Request an Estimate of Retirement Benefits through ORBIT at www.orbit.mynceretirement.com, and then select forms link, all forms, and download Form 309.
- Review your vacation, sick and bonus (if applicable) leave balances to determine any impact on your retirement effective date
- Complete the required forms

Forms can only be filed with TSERS 120 days (four months) in advance of your actual retirement date. All forms must be completed at the same time and mailed to TSERS together; otherwise, TSERS will not process the retirement application.

**ORP Participants**

6 MONTHS: ORP Participants:
Contact your ORP vendor(s) to discuss retirement options and have retirement illustrations prepared. (Vendor contact information is provided on page 31.)

3 MONTHS: ORP Participants:
- Contact your ORP investment carrier to complete the required documents to start your distribution payments.
- Schedule a meeting with your HR Benefits Representative to complete the required forms.

NOTE: A benefits exit interview may be conducted at this time as well.
### AFTER RETIREMENT

<table>
<thead>
<tr>
<th>FIRST OF THE MONTH AFTER</th>
<th>25TH OF THE MONTH AFTER</th>
<th>THROUGHOUT RETIREMENT</th>
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<tbody>
<tr>
<td><strong>TSERS and ORP Participants:</strong>&lt;br&gt; If enrolled, coverage under the State Health Plan begins. (Note that you must be in receipt of an income from either TSERS or the ORP to maintain retiree health coverage in the State Health Plan.)&lt;br&gt; <strong>ORP Participants:</strong>&lt;br&gt; Distributions from your ORP account will begin based on the schedule and payment method you have determined with your investment carrier.</td>
<td><strong>TSERS Participants:</strong>&lt;br&gt; Receive your first distribution check. Payments will be deposited into your checking or savings account automatically on the 25th of each month moving forward.&lt;br&gt; <strong>ORP and Supplemental Retirement Plan Participants:</strong>&lt;br&gt; Continue to monitor your investments and savings periodically so you can live comfortably throughout the years.</td>
<td></td>
</tr>
</tbody>
</table>
Don’t Fall For the Myths

There are plenty of myths about saving for retirement: It’s confusing; it’s too complicated; Social Security will cover it; it’s too far in the future to worry about now. To see some of these myths in action, visit https://myapps.northcarolina.edu/hr/benefits-leave/retirement/, and go to Videos & Tools, and Select Myths About Retirement Video.

The truth is that buying into these myths could leave you shortchanged in retirement. While TSERS and the ORP provide a valuable opportunity for you and UNC System to partner in saving for your retirement, you will likely need to save more to reach your retirement savings goals.

A comfortable retirement isn’t a myth — it’s a reality within your reach.

Estate Planning Is Key

Planning your estate can ensure that your assets are protected and are distributed among your beneficiaries in accordance with your wishes in the event of your death. Additionally, planning your estate now, including creating your will, can help minimize tax liabilities, which means more of your estate will go to your loved ones.

CONSIDER LIFE INSURANCE

There are several types of life insurance and each of them protects your estate in the event of your death. Life insurance is an important option to consider when planning your estate because, generally, proceeds from life insurance that your beneficiaries might receive are free from income tax (though there are some exceptions). In addition, life insurance may add some liquidity to your estate, which would enable beneficiaries to repay debt and have more immediate access to income replacement and cash reserves.

GET HELP IF YOU NEED IT

When planning your estate, it’s important to take a complete inventory of all your assets and any remaining liabilities. You also should consider how federal, state and inheritance taxes may impact the value of your assets, and explore which types of life insurance may be right for you and your family. As tax laws change regularly, it also may be helpful to consult with a tax or financial advisor to ensure your wishes are carried out and your estate is protected.
As your retirement plans take shape, there are plenty of resources to help you along the way.
<table>
<thead>
<tr>
<th>Plan/Program</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>TSERS</td>
<td>• <a href="http://www.myncreirement.com">www.myncreirement.com</a></td>
</tr>
<tr>
<td></td>
<td>• 877-627-3287</td>
</tr>
<tr>
<td>ORP</td>
<td>• <a href="https://myapps.northcarolina.edu/hr/benefits-leave/retirement/orp/">https://myapps.northcarolina.edu/hr/benefits-leave/retirement/orp/</a></td>
</tr>
<tr>
<td></td>
<td>• Contact your University’s HR Office or your ORP investment carrier</td>
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<td></td>
<td>− Fidelity Investments: <a href="http://www.netbenefits.com/unc">www.netbenefits.com/unc</a> or 800-343-0860</td>
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<td></td>
<td>− TIAA: <a href="http://www.TIAA.com/UNC">www.TIAA.com/UNC</a> or 800-842-2252</td>
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<td></td>
<td>• CAPTRUST</td>
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<td>− <a href="http://www.captrustadvice.com">www.captrustadvice.com</a> or 800-967-9948</td>
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<tr>
<td>Supplemental Retirement Plans</td>
<td>• UNC System 403(b) Plan:</td>
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<tr>
<td></td>
<td>− <a href="https://myapps.northcarolina.edu/hr/benefits-leave/retirement/unc-403b/">https://myapps.northcarolina.edu/hr/benefits-leave/retirement/unc-403b/</a></td>
</tr>
<tr>
<td></td>
<td>− Fidelity Investments: <a href="http://www.netbenefits.com/unc">www.netbenefits.com/unc</a> or 800-343-0860</td>
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<td></td>
<td>− TIAA: <a href="http://www.TIAA.com/UNC">www.TIAA.com/UNC</a> or 800-842-2252</td>
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<td></td>
<td>• NC 401(k) Plan and NC 457(b) Deferred Compensation Plan:</td>
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<td></td>
<td>− <a href="http://www.ncplans.prudential.com">www.ncplans.prudential.com</a></td>
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<td>− Prudential Retirement: 866-627-5267</td>
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<td>• UNC System 457(b) Plan</td>
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<td></td>
<td>− <a href="https://myapps.northcarolina.edu/hr/benefits-leave/retirement/unc-457/">https://myapps.northcarolina.edu/hr/benefits-leave/retirement/unc-457/</a></td>
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<td></td>
<td>• CAPTRUST</td>
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<td></td>
<td>− <a href="http://www.captrustadvice.com">www.captrustadvice.com</a> or 800-967-9948</td>
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<tr>
<td>Social Security Administration</td>
<td>• <a href="http://www.ssa.gov">www.ssa.gov</a></td>
</tr>
<tr>
<td></td>
<td>• 800-772-1213</td>
</tr>
<tr>
<td>Medicare</td>
<td>• <a href="http://www.medicare.gov">www.medicare.gov</a></td>
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<tr>
<td>Plan/Program</td>
<td>Contact Information</td>
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<tr>
<td>Additional Online Planning Tools and Resources</td>
<td>• <a href="http://www.nctreasurer.com">www.nctreasurer.com</a></td>
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<td></td>
<td>• <a href="http://www.myncretirement.com">www.myncretirement.com</a></td>
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<td>• <a href="http://www.orbit.myncretirement.com">www.orbit.myncretirement.com</a></td>
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<td></td>
<td>• <a href="http://www.captrustadvice.com">www.captrustadvice.com</a></td>
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<td>State Health Plan of North Carolina (SHPNC)</td>
<td>• <a href="http://www.shpnc.org">www.shpnc.org</a></td>
</tr>
<tr>
<td></td>
<td>• 855-859-0966</td>
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<td>Seniors’ Health Insurance Information Program</td>
<td>• <a href="http://www.ncshiip.com">www.ncshiip.com</a></td>
</tr>
<tr>
<td>(SHIIP)</td>
<td>• 800-443-9354 (toll-free)</td>
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<tr>
<td></td>
<td>• 919-807-6900</td>
</tr>
<tr>
<td>Life, Dental, Vision and Accident Insurance</td>
<td>• Pierce Insurance: <a href="http://www.ncretiree.com">www.ncretiree.com</a> (TSERS participants only)</td>
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<td>Coverage in Retirement</td>
<td>• NC Retired Governmental Employees Association: <a href="http://www.ncrgea.com">www.ncrgea.com</a></td>
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<td>NC Retired Governmental Employees Association</td>
<td>• <a href="http://www.ncrgea.com">www.ncrgea.com</a> (for both ORP retiree benefit options and TSERS recipients)</td>
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<td>AARP</td>
<td>• <a href="http://www.aarp.org">www.aarp.org</a></td>
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<tr>
<td>National Council on Aging</td>
<td>• <a href="http://www.ncoa.org">www.ncoa.org</a></td>
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