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**RETIREMENT**

**What Do I Do….?**

* Notify MARTA 30 days in advance **(Non-Rep DB & DC participants)** **(Notice of Retirement located – itsmarta.com-More-Pension Information-Active EE’s.)**
* Notify your immediate supervisor
* Notify Zenith 60 days in advance **(if applicable) (Represented and transfer employees)**
* Notify Medical Benefits 30 days in advance

**If you are a transfer participant (**meaning you transferred from a represented position to a non-represented position and vice versa**), you will need to contact both Zenith and MARTA Retirement Benefits Office or Nationwide according to the non-rep plan you are participating in.**

* Your last week of work, your immediate supervisor should complete your separation package. (an online automated package)
* Your last day at work, turn in your ID and Breeze Card with any remaining MARTA property.
* Pickup or request a retiree Breeze Card from Breeze fulfillment office.
* Your retiree Id card will be mailed to you on or after the 1st of the month of your retirement.
* For Non-represented employees, you will make an appt. to complete your election package or request your package be mailed. **(MARTA’s Retirement Benefit Office)**
* For Transfer/Represented participants, Zenith will mail your Represented pension election package to you.
* **For Non-Represented DC** (401a) participants, you will contact Nationwide after you have separated from service. **(Application – itsmarta.com-More-Pension Information-Active EE’s.)**
* You will complete and return your election package to the provider you received it from.
	+ You may rescind your request to retire. It must be a written request to rescind your application for retirement, received before your intended last day of work.
	+ You have 30 days from your term date to elect to retire, if eligible.

**Contact Numbers**

* + **Retirement Benefits Office** 404-848-5393 or 404-848-5821
	+ **Zenith** 678-221-5012
	+ **Nationwide** 877-677-3678 website: [www.nrsforu.com](http://www.nrsforu.com)
	+ **Medical Benefits** 404-848-5236
	+ **Breeze Fulfillment office** 404-848-4184

**Things to know when completing the MARTA Retirement Notice in Oracle for Non-Represented DB Plan, located on Oracle employee self-service under employee forms.**

* Continuous service
	+ Yes, if you never separated from service
	+ No, if you left and was re-hired
* Last day of work – last date of employment (including sick or PTO days being used)
* Non-Rep DB/DC participants contact the Retirement Benefit office staff for any questions or concerns. (The number is listed above).
* Represented participants contact Zenith for any questions or concerns. (The number is listed above).