Retiree Insurance and Benefits Checklist

I. **One month** before you retire:

- Contact The FSU Benefits Office to make an appointment to meet with a benefits/retirement representative to complete the “State of Florida- New Retiree Health and Life Insurance Election Form” at: (850) 644-7707.
- **You only have 31 days from your last day on the FSU Payroll** to return the “State of Florida – New Retiree Health and Life Insurance Election Form”. Failure to meet this deadline will result in your loss of eligibility for health and life coverage!
- You must notify your department representative what date you will be retiring. They are responsible for completing paperwork to **"retire"** your job record in OMNI, the “FSU Payroll System”.
- Contact The Gabor Agency if you are interested in continuing your Gabor Life Insurance or Gabor Long Term Care Insurance, (850) 894-9611.

II. **On your last day of work**:

- Mail a check for your first months retiree insurance premiums made payable to “DSGI” to the People First Service Center P.O. Box 863477 Orlando FL 32886-3477.
- Be sure to include your People First ID# on the check.

III. **Points to Remember!**

- You will receive a “Retiree Packet” from the People First Service Center that will contain the same information that you received from The FSU Benefits Office. This packet is “computer generated” and is mailed out **regardless** if you have already completed the “State of Florida – New Retiree Health and Life Insurance Election Form”. Please disregard this second set of forms.
- You are encouraged to contact The People First Service Center to confirm that they have processed your enrollment form and confirm your method of payment. People First may be contacted at 1-866-663-4735.
You will also receive a “COBRA Packet” that should be discarded unless you wish to continue dental or vision coverage. You may obtain additional information on COBRA dental and vision from the People First Service Center.