



### *Annuity Checklist*

- Copy of employee's proof of birth
- Copy of spouse's proof of birth (you will also need to know their Social Security #)
- Copy of marriage certificate or civil union certificate
- Copy of divorce decree
- Copy of spouse's death certificate

*The following documents are acceptable for proof of birth:*

- Birth Certificate
- Passport
- Naturalization Certificate

### *Health Benefits Checklist*

- OR** -----
- Request to postpone Health Benefits form if you do not want the insurance
  - Complete Health Benefits application
  - Proof of retiree's Medicare (Part A+B)
  - Proof of spouse's Medicare (Part A+B)
  - Proof of birth of children you wish to cover

You will need to know Social Security #'s of all those being covered by insurance

**WE RECOMMEND THAT YOU SUBMIT YOUR APPLICATION  
FOR ANNUITY BENEFITS WITH THE REQUIRED DOCUMENTS  
3-6 WEEKS PRIOR TO YOUR DATE OF RESIGNATION.**