

New Hire Forms	Terminating/Retiring Forms
<p style="text-align: center;"><b>Employer Submitted Forms</b></p> <ul style="list-style-type: none"> <li>• <b>Application for Membership - CL-0102</b></li> <li>• <b>Application for Coverage Group Life Insurance (GLI) GI-0908</b></li> <li>• <b>Defined Contribution (DC/MaineSTART) form if applicable</b> <i>(Any questions please reach out to Plan Administrator)</i></li> </ul>	<p style="text-align: center;"><b>Employer Submitted Forms</b></p> <ul style="list-style-type: none"> <li>• <b>Personnel Status Change (PSC) form - MM-0001</b> <i>(notifying us of the employees' last day worked)</i> <i>(Teacher Plan members retiring in June and paid through the summer should have PSC form submitted in September so there is no impact to their GLI as they should have coverage through the remainder of their contract.)</i></li> <li>• <b>Employer Preliminary Benefit Certification Form - CL-0055</b> <i>(to be submitted immediately following a retiring employee's last working day.)</i></li> <li>• <b>Vacation &amp; Sick Leave Reporting Form - CL-0050</b></li> </ul>
<p style="text-align: center;"><b>Member Submitted Forms</b></p> <p><i>(Forms can either be mailed to us or the member can make an account through our Member Portal and submit securely electronically via DocuSign)</i></p> <ul style="list-style-type: none"> <li>• <b>Pension Beneficiary Designation for Pre-retirement Death Benefits - CL-0722</b></li> <li>• <b>Designation of Beneficiary - Group Life Insurance - GI-0912</b></li> <li>• Intro to MainePERS live webinars are available to new hires and can be scheduled on <a href="http://www.maineopers.org">www.maineopers.org</a>.</li> </ul>	<p style="text-align: center;"><b>Retiring Member Reminders</b></p> <ul style="list-style-type: none"> <li>• Reminder for members looking to retire that they should be reaching out to MainePERS to request an estimate 6-12 months out from their anticipated retirement date.</li> <li>• If you are planning to retire, please have your retirement application submitted at least two months before your expected retirement date.</li> <li>• PLD, State or Teacher Retirement Planning Sessions are available on <a href="http://www.maineopers.org">www.maineopers.org</a>.</li> </ul>