

RETIREMENT



What Do I Do....?

- Notify Empower (formerly Prudential) 90 days in advance
- Notify MARTA 30 days in advance (DB & DC participants)
- Notify your immediate supervisor
- Notify Zenith 60 days in advance (if applicable)
- 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 either Empower 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, Empower will mail your election package to you.
- 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.
- Empower will send your completed election package to MARTA (Retirement Benefits Office) to be processed.
 - 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

○ Empower	877-778-2100 website: www.retirement.prudential.com
○ Retirement Benefits Office	404-848-5393
○ Zenith	678-221-5012
○ Nationwide	877-677-3678 website: 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 retiree's will receive their monthly benefit payment the 1st of the month unless the 1st falls on a weekend or holiday; then it will be the following business day.
- Always contact MARTA for any questions, concerns, or changes to your benefit payment.