

Retirement Checklist



For Retiring and Senior Active Missionaries

BEFORE RETIREMENT

- Carefully read the PDF document *Preparing for Life After 60 in AGWM*. This can be located on the Care Resources app and careresources.us. You can also contact your regional office’s administrative assistant or Member Care to email the document to you.
- If you intend to retire early (before the age of 67), or if you are approaching full retirement age and know you wish to retire at that time, initiate dialogue with your area and regional directors to ensure continuity of the work on the field and to begin the retirement process.
- Three months before your 65th birthday, regardless if you are overseas or in the States, file an application for Medicare Parts A and B. (Apply for Medicare even if you won’t begin receiving Social Security benefits at the same time. After the age of 65, there is a late enrollment penalty resulting in permanently higher Medicare premiums.) You may be able to apply for Medicare at ssa.gov/medicare. (If you are a spouse claiming your HOH’s account, you must apply in person or by telephone appointment.)
- Maintain a file of the “Medicare D Primary” letters you receive from AGWM each fall to document that the IMG prescription drug coverage is *creditable coverage*.
- Keep dated copies and documentation of every step of the Medicare and Social Security application process.
- On or close to your 66th birthday, send a letter of intention to your regional director (with a copy to your area director) of your desire to continue in senior active duty. Once approval is given by the regional office, a work agreement will be sent upon your 67th birthday that will include the signatures of the RD, HOH, and spouse. This is an annually renewed work agreement.
- Three months before you want to start receiving Social Security benefits, file an application with the Social Security Administration—even if you are not planning to retire from missionary service. Because retirement from AGWM is not synonymous with going on Social Security, to initiate Social Security benefits, apply three months before you want to receive benefits if you are in the United States and six months if you apply by mail from the field. You will need the following:
 - Your Social Security card
 - Proof of age (generally, your birth certificate)
 - Evidence of recent earnings (last year’s tax return, including Schedule SE)
 - Marriage certificate (if applicable)
- Notify your Financial Services regional accountant that you (if you are HOH) are receiving Social Security benefits. The AGWM allowance will be ADP. (If you are a spouse with your own credits, you can begin Social Security at the *appropriate* age, and it will not affect your HOH’s account.)

***When you apply for Social Security and Medicare, remember this statement: “I am a self-employed minister.”
Review pages 9–24 of the PDF document *Preparing for Life After 60 in AGWM*.***

AT RETIREMENT

Your last AGWM check will be disbursed on the 10th day of the same month as the effective date of your retirement. (For example, if your retirement date is December 31, your last check will be disbursed December 10.) The AGWM medical/dental/life insurance policy with IMG and evacuation and personal property insurance will terminate when your status is changed to inactive.

If Social Security payments are delayed beyond the date established for your last check, your allowance may be continued until the month when actual Social Security payments begin, with regional director recommendation and EC-minuted approval. *Contact your regional office immediately if you need an extension of your allowance.*

- Submit a final Career Expense Report for all work funds disbursed to you through the date of your last check, and report on all outstanding SDRs.
- Seek supplemental insurance and Medicare D prescription drug coverage prior to retirement from AGWM. This will ensure your supplemental policy is secure when IMG insurance ceases. See the PDF document *Preparing for Life After 60 in AGWM* for suggestions.
- Consider securing a personal life plan or converting your AGWM life policy to a personal plan.
- Talk with your regional director/EC member and the Missionary Services insurance coordinator if your spouse will be younger than 65 when you (as HOH) retire from missionary service and you want to continue your spouse's IMG coverage for one year or until he or she reaches the age of 65 (whichever comes first) if (00) funds are available. See the PDF document *Preparing for Life After 60 in AGWM* for more information.
- Contact Divisional Accounting to discuss your MBA deferral options concerning the class (51) transition funds. Transition funds are disbursed the month after retirement from AGWM.
- A copy of your AGWM equipment inventory will be available from Divisional Accounting upon request. Coordinate disposition of equipment with approvals through your regional office. Submit equipment inventory disposal documentation to Divisional Accounting for processing before the retirement date.
- If you have an AGCU Secure Share Loan on a vehicle, contact Kirk Metzger in Divisional Accounting for assistance on how to settle the loan balance.
- Respond as quickly as possible to the regional director's invitation to attend the next Missionary Renewal after your retirement.
- The cost of final shipment to the United States from the foreign field may be covered from your account, ADP, class (00). Ensure that the amount does not exceed the reimbursement for 570 cubic feet for a couple or 428 cubic feet for a single missionary.
- Please do not contact donors about redirecting their giving. Mobilization and Development will handle this in coordination with the district office after your retirement.