

MEDFORD RETIREMENT SYSTEM
AUTHORIZATION FOR DEDUCTION OF INSURANCE BENEFIT
PREMIUMS

Pursuant to G.L. c. 32B section 7, the Medford Retirement Board does not monitor or administer insurance plans. Employees, retirees and survivors must address all questions concerning insurance coverage directly to the Human Resource Department. The Human Resource Department enrolls employees, retirees and survivors in insurance plans offered by the city and authorizes all deductions and insurance premium changes. For retired city employees, Human Resources is located at City Hall, in room 204 (781-393- 2406). For retired school employees, Human Resources is located at 489 Winthrop Street (781-393-2200).

Monthly insurance Benefit premiums are paid a month in "ADVANCE". You are responsible to pay premiums from the time you retire until the premiums are deducted from your retirement allowance.

To be completed by the employee or recipient. (Please print)

Employee/Recipient Name: _____

Social Security #: XXX-XX-_____ Date of Birth: _____ Retirement Date: _____

Mailing Address: _____

Home Telephone: _____ Cell Phone: _____ Other: _____

Email Address: _____

Select ONE of the following options:

_____ I have elected to continue Insurance Benefits through my former employer. I authorize the Medford Retirement System to deduct from my retirement allowance the premiums necessary for this coverage, including any future increases or decreases in the premium amount. This authorization remains in effect until I cancel or change insurance coverage.

_____ I have elected NOT to continue Insurance Benefits through my former employer. I do NOT authorize the Medford Retirement System to deduct from my retirement allowance any premiums.

I will submit this form (regardless of the above election) to the Human Resource Department.

Signature of Employee/Recipient: _____ Date: _____

To have premiums withheld, your former employer must complete the accompanying "Medford Retirement System Insurance Information" form and submit it along with this form to the Retirement Office. All insurance changes must be submitted to the Retirement office before the 15th of the month to ensure changes happen within the month's payroll. (Example: November premiums - the application must be in the Retirement office prior to October 15th).