



403(B) RETIREMENT FORMS

▶ [Healthcare application](#)

▶ [Healthcare refusal](#)

▶ [Cobra MetLife Dental form](#)

(This form needs to be completed and returned even if COBRA coverage is not selected.)

▶ [Delta Dental application](#)

▶ [Dominion Dental application](#)

▶ [Dental refusal](#)

▶ [NVA Vision application or refusal](#)

▶ [Direct Payment \(ACH\) Authorization](#)

▶ [UD Beneficiary Designation form](#)

▶ [MetLife Life Insurance Information](#)

▶ [UD Email Policy and Agreement](#)

▶ [UD Retiree Contact Information](#)

IMPORTANT NOTES:

▶ FSA? (You have 90 days to submit eligible FSA claims; expenses need to be incurred by separation date.)

▶ Before retiring, ensure storage usage complies with UD's retiree email requirements. Please read the [Google Retiree Account Article](#) to learn more.

▶ If employee and/or spouse will be Medicare eligible, it is their responsibility to enroll in Medicare and provide a copy of your Medicare card to Human Resources

▶ If you will be covering a spouse on your Healthcare (medical) you will need to fill out the [spousal coordination form](#).

▶ If you will be covering a spouse, you will need to submit copies of your marriage certificate and your spouse's social security card; if you will be covering a dependent you will need to submit copies of their birth certificates and social security cards.

▶ Retirement gift details will be emailed from [MTM Recognition Company](#) after retirement. Retirement gifts can be viewed prior to selection by signing in as a guest.

Upload any required documents to the [Retirement Secure Document Submission site](#).