

# TWU RETIREMENT CHECKLIST

## Employed Prior to Oct. 31st, 2011

### Things to consider while you are employed

Check List	Notes	Status/Action
Fill out the Enhanced Pre-Retirement Survivor Annuity (QPSA) form if you are Married.	Mail the form to Fidelity and be sure to retain a copy for your records.  <a href="#">QPSA Form Link</a>	
Review the estimate of your pension benefit and make sure your credited service looks correct.	<a href="#">Fidelity</a>  Note: You did not receive credit for the first year you worked for AA on your "credited service".	Fidelity designated phone number for American Airlines:  (800)-354-3412
Boost your retirement contributions. Contribute at least 4% to your 401k to take advantage of the 4% company match.	This can be done using the traditional 401k or Roth.	
Begin to establish relationships with Financial Advisors. These can range from local to national companies and are solely the choice and financial responsibility of the member.	Financial Advisors can be very helpful in planning for the future; as can be lawyers, bankers, and accountants.	
Estimate you and your spouse's life expectancy/health when making a financial plan with an advisor.	This estimate depends primarily on your general health.	
Make sure that you understand what Pension, 401k, and Social Security benefits you are entitled to receive.	<a href="#">Fidelity</a>  <a href="#">Social Security Estimates</a>	Fidelity designated phone number for American Airlines:  (800)-354-3412
Consult with your Financial Advisor about life insurance, both pre and post retirement plans.		
Consult with your Financial Advisor If you are approaching 60 years of age, you may want to consider long-term care insurance or hospital indemnity plans.		

Keep your Life Events updated in Jetnet (Marriage/Partnership, Birth Certificates, Divorce, Death Certificates etc.). Retain copies of all events.	<a href="#">Life Events</a> The appropriate subsections will have instructions on where to send the documentation.	
Make sure your beneficiaries are correct and up to date in Jetnet (Benefits) and Fidelity.	<a href="#">AA Benefits</a> <a href="#">Fidelity</a>	Fidelity designated phone number for American Airlines:  (800)-354-3412
Retain copies of all accounts and policies.	See page 4 for Important Documents Checklist	
Consider building up your sick bank, so that you can convert your sick time into a Health Retirement Account as defined in your CBA. (Article 29, Benefits)		
<b>Review above and within 5 years of potential retirement</b>		
<b>Check List</b>	<b>Notes</b>	<b>Status/Action</b>
Review your Financial Estimates and how it relates to your overall financial plan. Start by getting two or three opinions from professional Financial Advisors.	Your financial plan should be a "3-legged stool" consisting of:  A. Personal Savings/Other income  B. <a href="#">Pension/401k</a>  C. <a href="#">Social Security</a>	
Consider Family and Estate Planning with your Financial Advisor, which may include establishing a Will, Living Will, and/or Trust.	This can be done through your Financial Advisor, an attorney, or if you have a <a href="#">MetLife Legal Plan</a> through AA.	
Become familiar with Medicare Options and Plans. Consult a licensed Medicare Insurance Agent to discuss your options.  Consider establishing a Health Saving Account/Health Retirement Account through AA Benefits.	<a href="#">AA Retiree Benefits</a>  <a href="#">Medicare and You - Guide</a>	

Take advantage of medical, dental, and vision care while on the active plan, prior to retirement.	Costs can be significantly higher after retirement.	
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### Medicare: 3 Months Prior to age 65

3 Months prior to turning 65 years old, if you are not automatically enrolled in Medicare Part A and B, visit [SSA.gov/medicare](https://www.ssa.gov/medicare) to apply for Part A (Hospital), Part B (Medical), Part D (Drug) or contact Social Security to set up an appointment. **You may NOT need Part B or Part D if you or your spouse have medical insurance.**

See the rules in [Medicare and You - Guide](#)

If retiring after the age of 65, you will need to fill out and fax the Medicare Form L564 (which is in Step 4 of [Step into Retirement](#)) to the Benefits Service Center. After processing, they will mail back the form which will show that you have had medical coverage from age 65 until your actual retirement date. Note: Without this form, they may penalize you for Medicare Part B & D. See the process in the [Medicare and You - Guide](#)

### Review above and within 60-120 Days Before Retirement

Check List	Notes	Status/Action
Follow the retirement checklist on Jetnet.	<a href="#">Leaving American</a>	
Reference your CBA (Article 29, Benefits) for sick bank conversion to Health Retirement Account or pay out information.  If you choose the conversion, sign up for the RHRA to convert your sick bank 4 months prior to retirement. <b>You must use your AA email in the personal email block when filling out the form.</b>	<a href="#">RHRA FAQ Sheet</a> <a href="#">Sick Leave Election Form</a>	
Sign up for Social Security and Medicare if applicable and decide if you need any type of Supplemental Plans.	<a href="#">Medicare and You - Guide</a>	
If you are over 65 (Medicare age) and your spouse is under 65, understand how much medical coverage you have/need, and discuss with your Financial Advisor.		
Plan for the fact that your 401k will go through a 30-day validation period to begin distribution.	Review your official plan documents for details.	

Contact Acrisure or National Group Protection regarding convertible benefits.	<a href="http://www.twuaaunionbenefits.com">www.twuaaunionbenefits.com</a> <a href="mailto:service@npg-ins.com">service@npg-ins.com</a>	
Contact the Local to select a retirement gift.	918-437-4300	
<b>Post Retirement/Survivor Support</b>		
<b>Check List</b>	<b>Notes</b>	<b>Status/Action</b>
Review and understand the Jetnet Travel Policy for retirees	<a href="http://retirees.aa.com">retirees.aa.com</a>	
Go to Jetnet (for Retirees) to obtain a retiree ID	<a href="http://retirees.aa.com">retirees.aa.com</a>	
Stay updated on your benefits and AA news by reviewing Jetnet (for Retirees)	<a href="http://retirees.aa.com">retirees.aa.com</a>	
Keep the non-revenue number for travel emergencies and flight listings.	1-888-933-5922	

## Important Document Checklist

Create a folder with the below information in bullet points. Review the information once a year to make sure everything is current and keep your spouse or a family member updated with the information.

- Passwords to ALL accounts and account numbers (bank, AA Credit Union, Fidelity Investments, Jetnet, etc.)
- Employee Number and Current Jetnet password — VERY IMPORTANT
- Fidelity Investments — 800-354-3412
- Driver's License/Organ Donor Information
- Passport
- Social Security Card
- Marriage Certificate(s), Birth Certificate(s), Divorce decree(s)
- Will/Trust (signed and executed)
- Enhanced Pre-Retirement Survivor Annuity Form if married.
- Beneficiaries for all accounts, including Term Life, STD, LTD, Accidental Death and Dismemberment
- Current Medical Insurance information (update annually)
- AA Traveler's List for A9 Travel