



## 2021 Open Enrollment Checklist for Pre-65 (Non-Medicare-Eligible) Retirees

Open Enrollment is your annual opportunity to review your coverage options and make changes for the following plan year. Use this checklist to ensure you don't miss anything essential. Find in this enrollment packet all the documents and forms discussed below.

Step	Why?	Check ✓
<b>During Open Enrollment: September 21 – October 9, 2020</b>		
Read the <i>2021 Open Enrollment Fact Sheet</i> for pre-65 retirees	It offers a summary of your 2021 plan options and enrollment steps, and provides Open Enrollment meeting dates/times	<input type="checkbox"/>
Review the <i>Retiree Enrollment Guide</i>	To learn detailed information about your benefits, including plan comparisons, premiums, and how to save	<input type="checkbox"/>
Read the <i>Aetna Dental DocFind Instructions</i>	To confirm if your current dentist is in-network; if you enroll in the Aetna Dental HMO Plan, you must select an in-network primary care dentist	<input type="checkbox"/>
Read the <i>Important Life Insurance Beneficiary Information for Power of Attorney (POA)</i> document	To understand how your beneficiaries will receive a life insurance benefit if you die	<input type="checkbox"/>
Review 2021 premiums	To know what you'll pay in 2021 for the cost of coverage; consider if a lower-cost plan will meet your coverage needs	<input type="checkbox"/>
<b>Return before October 9, 2020</b>		
Complete and return the following to the Pension Office: <ul style="list-style-type: none"> <li>• <i>Tobacco-Use Attestation</i> form</li> <li>• <i>Retiree Open Enrollment Form</i></li> <li>• Supporting documentation for new dependents</li> </ul>	<ul style="list-style-type: none"> <li>• <b>All retirees:</b> Return the <i>Tobacco-Use Attestation</i> form to avoid a \$50 monthly surcharge</li> <li>• <b>To make changes to your coverage:</b> Return the <i>Retiree Open Enrollment Form</i></li> <li>• <b>To add a new dependent to your coverage:</b> Include supporting documentation, like a birth certificate or a marriage certificate</li> </ul>	<input type="checkbox"/>

**Have you moved recently?** If your address has changed, contact Anthony Glover at the Fulton County Pension Office: 404-612-7714 or [pensionunit@fultoncountygga.gov](mailto:pensionunit@fultoncountygga.gov).