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## Important Phone Numbers

Texas Municipal Retirement System 800-924-8677

HR Customer Service 210-207-8705

Medicare 800-633-4227

Social Security Administration 800-772-1213

Aetna 800-842-1306

Blue Cross Blue Shield [bcbstx.com](http://bcbstx.com)

ICMA-RC 800-735-7202

Nationwide Retirement Solutions 877-677-3678

ReCoSA 210-504-9567

DeltaCareUSA 800-422-4234

Davis Vision 800-448-9372



CITY OF SAN ANTONIO  
**HUMAN RESOURCES DEPARTMENT**

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# Steps to a Successful Retirement



CITY OF SAN ANTONIO  
**HUMAN RESOURCES DEPARTMENT**

## Employee Benefits Division

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111 Soledad, 2nd Floor  
San Antonio, TX 78205

Phone: 210-207-0073  
Fax: 210-207-2176

E-mail: [BenefitsCustomerService.HR@sanantonio.gov](mailto:BenefitsCustomerService.HR@sanantonio.gov)

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“It’s not at what age I want to retire, it’s at what income” -George Foreman

# Timing is everything!



Here's how to get started:

1. Call TMRS at 800-924-8677 or log on to [www.tmr.org](http://www.tmr.org) for your personalized retirement estimate. You will need to know what month and year you wish to retire, so be ready to provide that information to the representative.
2. Call HR Customer Service at 210-207-8705 to set up your retirement appointment. The appointment should take place between 30 and 90 days of your planned retirement date.
3. As a courtesy, please notify your department in writing of your retirement date. Plan to give at least two weeks' notice.
4. If you're within 3 months of reaching age 65, contact Medicare at 800-633-4227 or at [www.Medicare.gov](http://www.Medicare.gov) to enroll in the plan.
5. Contact the Social Security Administration at 800-772-1213 or at [www.ssa.gov](http://www.ssa.gov) to find out when you are eligible to apply for Social Security retirement benefits.
6. If you contributed to a 457(b) savings plan and wish to discuss options for distribution, contact ICMA-RC or Nationwide Retirement Solutions.

## What happens during my retirement appointment?

Appointments are held at Riverview Towers, 111 Soledad, 1st floor, HR Customer Service. Your spouse is welcome to attend with you. Bring the following to your appointment:

- Your state-issued ID
- Spouse's social security number (if applicable)
- Spouse's state-issued ID (if applicable)
- Bank information for direct deposit

A representative from TMRS will be on-site to answer any questions about your annuity options and to help you complete your retirement paperwork. After that, you'll meet with a City of San Antonio Employee Benefits Analyst to discuss enrolling in other benefits:

- New Value PPO
- Consumer Choice PPO with Health Savings Account
- Aetna Medicare Advantage PPO
- Aetna Medicare Advantage PPO Plus
- Aetna Medicare Advantage Pharmacy-Only
- DeltaCare HMO Dental
- Davis Vision
- Life Insurance

Coverage for these plans begins the day after your last day of work with the City.



## What happens after I retire?



- For TMRS purposes, retirement is effective the last business day of the month. Your retirement check is paid at the end of the following month. For example, if your last day of employment is in August, you will receive your first TMRS payment on the last business day of September.
- If you or your dependent(s) enroll in the Consumer Choice PPO or New Value PPO, premiums will be drafted from your bank account on the 5th business day of each month.
- If you or your dependent(s) enroll in a Medicare Advantage plan, you will make arrangements with Aetna for premium payments.
- If you enroll in the DeltaCare HMO dental plan, Delta Dental will draft premiums from your bank account on the 15th of each month.
- If you enroll in the Davis Vision plan, you will receive a coupon book in the mail and will send payments directly to Davis.



RECOSA is a non-profit organization consisting of retired employees of the City of San Antonio. Its members exchange information regarding topics that affect retirees in the San Antonio area. To become a member, send an email request to [info.recosa@gmail.com](mailto:info.recosa@gmail.com) or call 210-504-9567. The organization's website is [www.recosa.org](http://www.recosa.org).