



PETERKA INSURANCE
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2020 GENERAL INSTRUCTIONS FOR LEAVING EMPLOYER v. COVID-19

- Start planning your exit about 40 days prior to your last day of work
- Complete Form 40B and either 1) complete form L564 in coordination with your employer or 2) obtain a “Letter of Creditable Coverage” from your employer stating that you have had, and continue to have, health insurance through your company since you were 65 or at least for the current year.
- In Section 12 (Remarks) of the 40B write down “I would like to start Part B on <MM/01/2020”. Otherwise SSA will kick it back to you asking for that information. Your start date will always be the first of a month (effective date).
- Send your 40B and either 1) the L564 or 2) the Letter of Creditable Coverage to your local Social Security office together. We recommend using a “priority mail” envelope to limit exposures with postal employees and the general population. (Priority mail can be sent using a post office kiosk rather than standing in line.)
- In ten days to three weeks, you will receive 2 separate things:
- 1) a letter from Social Security that says:
“Welcome to Medicare. Your Part A will start in {month year} and your Part B will start in {month year}, your premium for Part B will be \$144.60 or more, as adjusted for income (your premium could be adjusted upwards if you make more than \$87,000 per year) Have a nice day.”
- 2) a Medicare card
- As soon as you get either the letter or the card, contact us and we will help you complete the paperwork to enroll in a Medicare plan. As long as we complete this paperwork by the end of any given month you will have the new insurance by the 1st of the following month (but no sooner than the month your Medicare Part B starts).

Hopefully, this gives you all the information you need, but if you need further guidance please contact us.

Dan and Janette

FURTHER INSTRUCTIONS FOR THE 40B AND L-564 FROM THE MEDICARE WEBSITE

Individuals who already have Medicare Part A and wish to sign up for Medicare Part B cannot sign up online. Individuals interested in using the relief to enroll in Medicare Part B coverage who are eligible to apply under the IEP or GEP should complete form [CMS-40B](#) and mail the request to their local SSA field office.

Individuals who are receiving Social Security benefits before their 65th birthday are considered to be in their IEP and are automatically enrolled in Part A and Part B. Those who do not want to be automatically enrolled in Part B must refuse the coverage within 60 days of receiving their IEP package. Instructions on how to refuse the coverage are included in the IEP package. Individuals may also contact the Social Security Administration at 1-800-772-1213 (TTY users should call 1-800-325-0778) for more information on how to refuse the coverage.

Individuals interested in enrolling in Medicare Part B coverage who are eligible to apply under the SEP, should complete forms [CMS-40B](#) and [CMS-L564 \(PDF\)](#); both forms are available in English and Spanish versions. The CMS-40B application is completed entirely by the individual enrolling in Part B. For the CMS-L564 enrollment form:

- Section A:
 - Must be completed by individuals enrolling in Part B
- Section B:
 - Can be completed by the employer; OR
 - If it isn't feasible for your employer to complete the form, leave Section B (the rest of the form) blank and provide at least one of the items listed below. Acceptable proof of employment, Group Health Coverage Plan (GHP), or Large Group Health Plan (LGHP) include but are not limited to:
 - income tax returns that show health insurance premiums paid;
 - W-2s reflecting pre-tax medical contributions;
 - pay stubs that reflect health insurance premium deductions;
 - health insurance cards with a policy effective date;
 - explanations of benefits paid by the GHP or LGHP; and
 - statements or receipt that reflect payment of health insurance premiums

Individuals can fax their completed enrollment forms to SSA toll-free at 1-833-914-2016, or mail the request to their local SSA field office. Although SSA offices are closed for in-person service, requests received by mail are still being processed.

Individuals can find the address and phone number for their local field office using the [Social Security Office Locator https://secure.ssa.gov/ICON/main.jsp](#)

Medicare Education & Senior Health Plans

Medicare Advantage ♦ Medicare Supplement ♦ Drug Plans ♦ Dental