

# Retirement forms checklist for employers

Anthem wants to make the process of transitioning Maine Education Association Benefits Trust (MEABT) members to retirement coverage as smooth as possible. To help ensure the right forms are completed and submitted for your retirees and their spouses, please use the instructions below:

## For a retiree and/or spouse **under** age 65

### The retiree/spouse needs to:

1. Complete the MEABT *Transfer of the Health Plan to Retirement Status* form.
2. Return the form to the district.
3. Keep a copy of the form on file for their records.

### District's responsibilities:

1. Complete the "For School Use" section of the MEABT *Transfer of the Health Plan to Retirement Status* form.
2. Return the form to Anthem:
  - Email: [ME-Employer@anthem.com](mailto:ME-Employer@anthem.com)
  - Fax: **801-252-4292**
  - Mail: **Anthem Blue Cross and Blue Shield  
2 Gannett Drive  
South Portland, ME 04106**

## For a retiree and/or spouse **over** age 65

### The retiree/spouse needs to:

1. Complete the MEABT *Transfer of the Health Plan to Retirement Status* form, including section 3.
2. Return the form to the district.
3. Complete the forms found in *Your Medicare Advantage Enrollment Guide*.
4. Submit these forms to Anthem:
  - Email: [MEABTMAPD@anthem.com](mailto:MEABTMAPD@anthem.com)
  - Fax: **877-494-7195**
  - Mail: **Anthem Blue Cross and Blue Shield  
P.O. Box 173605  
Denver, CO 80217-3605**
5. Keep copies of the forms on file for their records.

### District's responsibilities:

1. Provide 2 copies of *Your Medicare Advantage Enrollment Guide* if both the retiree and spouse are 65 or over.
2. Complete the "For School Use" section of the MEABT *Transfer of the Health Plan to Retirement Status* form.
3. Return the form to Anthem:
  - Email: [ME-Employer@anthem.com](mailto:ME-Employer@anthem.com)
  - Fax: **801-252-4292**
  - Mail: **Anthem Blue Cross and Blue Shield  
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