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**Required for NEW Medicare Participants:**

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- 1) Provide a copy of the Center of Medicare and Medicaid Services (**CMS**) **Determination “AWARD” Letter**, which indicates Name, SSN, date of Medicare eligibility, Medicare Part B monthly premium for current year.

**NOTE:** For non-Social Security pensioner, you may submit a copy of the cashier check that you use to pay for the first quarterly Medicare Part B premium and the initial Medicare Part B invoice as proof of payment in lieu of the above CMS Award Letter.

- 2) Provide a copy of **Medicare ID card(s) for both Retiree & Spouse/Domestic Partner**
- 3) Return the paperwork to the District Benefits Unit **no later than the last day of the month that you became eligible for Medicare** to avoid incurring loss of Medicare part B premium reimbursement.

**IMPORTANT:** Retirees with a gap in coverage who are renewing benefits are deemed NEW, rather than continuing recipients; and are required to submit the same provisions as newly eligible Medicare members. Reimbursement for Medicare Part B starts the month in which the documentation is received by the District Benefits Office. No retroactive payments are made for late submission notifications.