

# Termination Checklist for Employers

DO NOT submit this checklist to IMRF—for employer's use only.



Use this checklist as a reference, or place a copy in the member's file for your records. Do **not** send this checklist to IMRF.

## 1. Complete and file the Termination Information Data Collection using the Add Record method in Employer Access, regardless of the reason for termination.

**Create the Termination Information Data Collection no later than the member's last day of employment.**

This will avoid a possible delay of benefits or refunds. You do not need to wait until you pay the final wages to create the termination data:

- Submitting the data later than the member's last day could cause the member's benefit to be delayed.
- Submitting the data too early may cause re-work if the member uses any unused and unpaid sick days or changes the last day of employment.

**Note:** If you need to revise the termination, simply create the Termination Information Data Collection again.

## 2. Use one of the four following checklists depending on the member's reason for termination:

### A. Separation (employee quits or is terminated from his or her position)

- Tell the member that he/she is not required to apply for a separation refund. Members who are eligible for a refund will receive a Preliminary Benefit Statement – Separation Refund packet from IMRF that will explain their options.
- Inform members that if they have questions regarding health insurance continuation, they should contact the Illinois Department of Insurance, Consumer Service Division.

### B. Retirement

- See [Retirement Checklist](#).
- Inform members that if they have questions regarding health insurance continuation, they should contact the Illinois Department of Insurance, Consumer Service Division.
- Tell the retiring member to apply for their IMRF pension using Member Access.

### C. Death

- See [Death Benefit Checklist](#).
- Inform survivors that if they have questions regarding health insurance continuation, they should contact the Illinois Department of Insurance, Consumer Service Division.
- Advise survivors to contact IMRF at 1-800-ASK-IMRF (1-800-275-4673).

### D. Disability

- See [Disability Checklist](#).