

## **Employee/Covered Dependent Enrollment in Medicare Part B**

If you and/or your spouse are Medicare-eligible but deferred Medicare Part B enrollment because one or both of you are covered under the MCPS Employee Benefit Plan, you and/or your spouse must complete Form CMS-L564E and Form CMS40B-E and submit them to the Social Security Administration (SSA). Please review the SSA instructions included in the documents regarding where to send the forms. Both forms are necessary to apply for Medicare Part B, and both should be submitted to the SSA together. Please follow up with SSA to make sure your forms were received and are being processed. DO NOT assume that SSA is processing the forms.

Montgomery County Public Schools (MCPS) and SSA suggest that you and/or your spouse apply for Medicare Part B three months before the Medicare-effective date of Part B (which will be your retirement date). This is to ensure that you receive the SSA Benefit Verification letter or the Medicare card with Parts A and B by the MCPS required deadline of 60 days prior to your Medicare-effective date.

The Employee and Retiree Service Center (ERSC) must complete Section B of Form CMS-L564E to verify that you and/or your spouse have been covered under a group health plan (active employee health plan). ERSC does not complete any portion of Form CMS40B-E. You, the Medicare beneficiary, complete this form.

To contact the SSA, please call **1-800-772-1213**.