Oklahoma Department of Corrections (ODOC)
Retirement Notice for Oklahoma Department of Corrections Teachers

Retirement Date: __________ __________
Month Year

Member Information:

Name

______________________________
State of Oklahoma Employee ID

Mailing Address (Street, City, State, Zip)

______________________________
Phone Date of Birth

Notice:

This notice is not an official retirement notice. Employee (Teacher) must contact the Oklahoma Teachers’ Retirement System (OTRS) in order to retire.

P.O. Box 53524
Oklahoma City, OK 73152-3524
(405) 521-2387
(877) 738-6365

Employee/Teacher may withdraw his/her intent to retire up to their elected retirement date by contacting OTRS directly. The employee must also contact the central Human Resources Unit in writing notifying ODOC regarding his/her intent to cancel their election to retire.

Signatures:

________________________________________
Employee Date

________________________________________
Central Human Resources Retirement Coordinator Date Received

(R 1/19)