



TIME BEFORE RETIREMENT*

12 Months

Review your Annual Member Statement on [MyTRS](#) and contact TRS if you see errors in your compensation or service.

Attend a [TRS retirement seminar](#) or watch a [TRS retirement webinar](#).

Prepare a retirement projection on [MyTRS](#) and discuss your projection and options with your family and financial advisor.

Learn more about the TRS health insurance subsidy in the [Member Handbook](#).

Consider all sources of income in retirement, including Social Security, and prepare a retirement budget.

Locate required documents:

- Proof of birth (and joint annuitant's if applicable);
- Marriage license; and
- Unused sick leave [documentation](#) from current and former employers.

90 Days

Complete a Pre-Retirement Information Verification on [MyTRS](#) or mail a [form](#).

Include:

- Proof of birth (and joint annuitant's if applicable);
- Marriage license;
- Requested retirement date; and
- Unused sick leave [documentation](#) from current and former employers totaling 120 days or more.

Return the Pre-Retirement Information Verification to TRS at least 90 days before your requested retirement date.

Once received, your Application to Retire will be mailed if within 12 months of your requested retirement date.

Talk to your employer concerning excess leave payout options.

60 Days

Complete your Application to Retire.

Make sure you:

- Circle a Retirement Option;
- Circle a Partial Lump Sum option of none, 12, 24, or 36 months (if applicable);
- Sign and date;
- Include your personal email address; and
- Include spouse's signature and date or select "I have no legal spouse."

Return the Application to Retire to TRS at least 60 days before your retirement date.

After TRS receives your Application to Retire, your Final Retirement Contract will be mailed to you and TRS will immediately notify your current employer.

30 Days

Complete your Final Retirement Contract documents, which include:

- Notarized Final Contract for Service Retirement;

- Designation of Beneficiary Form;
- Authorization for Direct Deposit; and
- Tax Withholding Forms

Submit the insurance subsidy information page to your employer if you intend to keep your current insurance in retirement.

Return the Final Retirement Contract documents to TRS at least 30 days before your retirement date.

*[Retirement timelines](#) are strictly adhered to as required by administrative rules and statutes.