



# PLANNING FOR RETIREMENT



## STEP 1

**10-12 MONTHS** prior to retirement:



Use the retirement calculator in *MyTRS*



Form TRS 18 – *Request for Estimate of Retirement Benefits*  
Complete and submit

TRS will mail retirement packet within 60 days.



Watch [Member Education](#) and [Financial Awareness](#) videos



Review retirement options



Attend benefits presentation

TRS counselor will provide information you need to know about your benefits.



Purchase service credit or transfer credit

TRS will provide a service credit purchase statement for eligible purchases.



If needed, **schedule an appointment** with a Benefits Counselor

TRS counselor will meet with you one-on-one to review your retirement estimate and guide you through the paperwork.

## STEP 2

**6 MONTHS** prior to your retirement date, submit:



Form TRS 30 – *Application for Service Retirement*

TRS processes application for retirement within 31 days of receipt. You will receive a *Retirement Application Acknowledgment* (Form TRS 32).



Driver's license or birth certificate for age verification



IRS Form W-4P – *Withholding Certificate for Periodic Pension or Annuity Payments*

TRS will use this to determine annuity payment Federal Income Tax Withholding.



Form TRS 278 – *Direct Deposit Request*

TRS processes request to ensure your annuity payment is delivered directly to your account.

## STEP 3

**30-60 DAYS** prior to retirement:



If you are currently employed by a TRS-covered entity, notify your employer of your intent to retire/terminate all employment with TRS-covered entities



TRS will contact your employer(s) near your retirement date to confirm your termination date and final salary information.

TRS certifies retirement and annuity payment information. TRS sends a final letter.  
Completion time: Usually within 31 days of receipt of all paperwork.



Review and consider available health benefit options