



Notice of Final Deposit before Retirement and School Official Certification of Salaries

TRS7 (08-19)

1000 Red River Street
Austin, TX 78701-2698
(800) 223-8778
www.trs.texas.gov

Participant Name _____

Social Security Number or TRS Participant ID _____

Name of Employing Institution _____

Was the participant in a TRS membership eligible position in the last school year of employment?
Yes ____ No ____ (If no, only complete effective date of resignation/termination and sign the form.)

Effective Date of Resignation/Termination _____
(month, day, year)

Semester dates for current school year or last school year of employment:

Beginning _____ Ending _____ Beginning _____ Ending _____

Total amount of salary during final month \$ _____

Final Member Contribution of \$ _____ will be included in the _____
report period. (month)

Annual salary paid for final year (**September 1 through termination date**) \$ _____

Has any non-creditable compensation been converted to salary for the above named employee during any
of the last five school years before retirement? Yes ____ No ____

If yes, \$ _____ per month was converted to salary beginning _____
(amount of conversion) (month and year)

CERTIFICATION: I certify the above is true and correct and that the reported "Annual salary paid for final year" does not include any (1) payment for unused sick leave, vacation leave, or compensatory overtime; (2) expense payment; (3) allowance; (4) fringe benefit; (5) drivers education courses in excess of \$5,000 earned outside the regular contract; or (6) other non-creditable compensation referenced in TRS Rule 25.21(d). I also certify that no part of the salary reported for this member represents amounts converted from non-creditable compensation during the last five school years, except as specified above.

Signature of Reporting Official _____

Printed Name of Reporting Official _____

Title _____ Date _____

Do not copy this form as it has been personalized for the TRS member who has requested it.

SEE REVERSE SIDE FOR INSTRUCTIONS



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INSTRUCTIONS FOR TRS PARTICIPANT

- Give this form to your school reporting official when you submit your letter of resignation.

INSTRUCTIONS FOR REPORTING OFFICIAL

- Do not submit an estimated TRS 7 as correct salary information is essential to accurate annuity calculation.
- Submit the form TRS 7 only after the correct final earned salary is confirmed.
- Do not submit this form any earlier than the retirement month.
- An authorized TRS reporting official must sign the TRS 7.
- Mail the completed form to TRS.
- DO NOT FAX or EMAIL the form to TRS.

TRS Membership Eligible Position: Indicate if the participant was in a TRS membership eligible position in the last school year of employment. If the participant was not in a TRS eligible position in the last school year of employment, enter the effective date of resignation/termination and sign the form. Salary information is not needed for participants that were in a non-eligible position.

Effective Date of Resignation/Termination: Enter the effective date of the employee's resignation/termination from the TRS covered employer. Termination does not occur until the employee's official resignation date and the employee has ceased all employment, including employment in a non-TRS eligible position. For retirement purposes, employment has not terminated if the employee is on paid or unpaid leave.

Semester Dates for Current School Year or Last Year of Employment: Enter the beginning and ending dates of fall and spring semesters for the school year in which the employee was last employed. These dates are especially important for employees who retire mid-year.

Total Amount of Salary During Final Month: Enter the amount of all creditable compensation that will be reported on the last regular payroll report (RP20) for this employee. This could include salary paid in a month after retirement if it was earned by the retirement date. Include any amounts converted from non-creditable compensation. TRS will make adjustments to the reported salary, if needed.

Final Member Contribution: Enter the amount of the final regular monthly retirement contribution that will be reported. **Do not include the member TRS-Care contribution in this amount.**

Final TRS Report: Enter the month that the employee's final deposit will appear on the regular payroll report (RP20).

Annual Salary Paid for Final Year: Enter the total creditable salary for the employee's school year to **include the final salary payment**. Include all creditable salary earned between September 1 and the effective date of termination. Include any amounts converted from non-creditable compensation. TRS will make adjustments to the reported salary, if needed.

Conversion of Non-Creditable Compensation to Salary: Indicate if non-creditable compensation has been converted into salary and wages in any of the last five school years prior to retirement. If the member was not employed by your district or institution in all five of the last school years, include information on the years the member was your employee. If yes, enter the monthly amount that was converted and the month and year that the conversion occurred. Only compensation converted after the 2005-06 school or contract year will be excluded in calculating benefits. TRS will make any adjustments needed to the compensation reported. However, compensation in the form of accrued paid leave or accrued compensatory time for overtime worked cannot be converted to TRS-creditable compensation and is excluded from TRS-creditable compensation at all times. Upon request of TRS, you may be asked to provide documents or records regarding the conversion of any non-creditable compensation to salary.