



## TEACHERS' RETIREMENT SYSTEM

# Retirement Preparation Checklist

The date on the calendar for retirement is closer than it appears.  
This checklist is a guideline as you in prepare for retirement.

<p style="text-align: center; font-size: 2em;">12</p> <p style="text-align: center;">months to retirement</p>	<p style="text-align: center; font-size: 2em;">6</p> <p style="text-align: center;">months to retirement</p>	<p style="text-align: center; font-size: 2em;">3</p> <p style="text-align: center;">months to retirement</p>	<p style="text-align: center; font-size: 2em;">1</p> <p style="text-align: center;">month to retirement</p>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Create a retirement file for yourself</li> <li><input type="checkbox"/> Review your TRS annual statement</li> <li><input type="checkbox"/> Attend or watch a TRS retirement presentation</li> <li><input type="checkbox"/> Request an estimate of your retirement benefits</li> <li><input type="checkbox"/> Discuss your retirement estimate and benefit options with your family</li> <li><input type="checkbox"/> Learn the rates for TRS health insurance and consider the possibility of cost increases in deciding when to retire</li> <li><input type="checkbox"/> Prepare a retirement budget</li> <li><input type="checkbox"/> Talk with your deferred compensation representative</li> <li><input type="checkbox"/> Research long-term health care</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Certify what service credit can be purchased</li> <li><input type="checkbox"/> Find required documents for you and your beneficiary: signed Social Security card, certified birth certificate and marriage certificate, if applicable</li> <li><input type="checkbox"/> Know and comply with your employer's retirement notification policy</li> <li><input type="checkbox"/> Determine if you have a reciprocity account with another Kentucky retirement system, obtain a verification of total service credit and request a retirement application (along with information about deadlines)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Complete retirement application on TRS Pathway member portal or request a paper application. Be sure to complete health insurance enrollment as well</li> <li><input type="checkbox"/> After completing your portion of the application, ask your human resource office to complete the employer certification.</li> <li><input type="checkbox"/> Talk to your employer concerning lump-sum or rollover payout options for sick, annual and/or compensatory leave</li> <li><input type="checkbox"/> Contact Social Security if you are, or will be, at least 65 in three months</li> <li><input type="checkbox"/> Talk with a tax adviser if needed</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Make sure your TRS retirement application is complete and submitted by the deadline, which is <b>required</b> one month prior to your retirement date</li> <li><input type="checkbox"/> Submit all required documents</li> <li><input type="checkbox"/> Make sure all reciprocity account applications with other state retirement systems are complete and submitted with the same retirement date as the TRS application</li> <li><input type="checkbox"/> Remove personal items from your workspace by your retirement date because regulations forbid it once retirement begins</li> </ul>