



TRADITION . PRIDE . PURPOSE

MISD Retirement Checklist

_____ 1. Notice of Retirement & Payoff and Benefit Option Form

Submit your retirement/resignation form found on the MISD website under Human Resources. Email the completed form to Nancy Wiggins at nwiggins@maypearlisd.org.

_____ 2. Request a TRS Retirement Packet

Go to www.trs.state.tx.us → Active Members → Forms → TRS 18 Form. Or call TRS at (800) 223-8778.

_____ 3. Consult with a Financial Planner or TRS Expert

Please consult with a financial planner or TRS expert to assist with completing your packet and to ensure your financial questions are answered.

_____ 4. Submit a Blank Notice of Final Deposit (TRS 7 Form)

The employee should submit the TRS 7 form directly to Payroll for processing. The Payroll Department will complete and send the form directly to TRS after the final MISD paycheck is issued.

_____ 5. Send Completed Retirement Packet to TRS (1000 Red River St., Austin, TX 78701)

The employee will need to send the completed retirement packet to TRS as soon as possible. To ensure that your 1st TRS payment is received 30 days after your final MISD paycheck is issued and the TRS 7 form is processed, send your retirement packet to TRS at least 6 weeks in advance.

_____ 6. TRS Notice

TRS will send the employee a letter confirming that the retirement packet was received. If the letter states that the TRS 7 form is missing and you are sure your TRS 7 was given to the Payroll Department, please disregard. Payroll cannot send it until the final MISD paycheck has been issued to you.

_____ 7. TRS Paycheck

The 1st paycheck from TRS is usually received 31 days after the final MISD paycheck is issued for the first day of the month after the TRS 7 form has been processed by TRS .