



CERTIFIED RETIREMENT CHECK LIST

It is extremely important to know that this list is for informational purposes only and is simply to help you through the retirement process. Ultimately it is YOUR responsibility to work with Teachers Retirement System and make sure that everything is completed in accordance with their policies and procedures.

Done?	
<input type="checkbox"/>	Speak with the Teachers Retirement System to determine the best retirement date for you. Your first day of retirement makes a difference in pay.
<input type="checkbox"/>	Communicate your retirement date with your supervisor/principal.
<input type="checkbox"/>	Submit your written retirement letter to Human Resources. Examples for this letter can be provided upon request. This letter must include your hand-written signature.
<input type="checkbox"/>	Log into PATHWAY member self-service portal at Teachers' Retirement System Kentucky, www.trs.ky.gov to complete your Application for Service Retirement (F-23) OR contact TRS at 800-618-1687 between 8am-5pm, Mon.-Fri. to obtain a paper application. This 12-page form has sections that need to be completed by you and our finance department. Our finance department (Jennifer Mahon) is automatically notified when you complete the application online; however if you are completing a paper application, please email Jennifer.mahon@erlanger.kyschools.us to notify her. Allow up to 2 weeks for HR and/or Payroll to complete the employer portion.
<input type="checkbox"/>	Your benefits with Erlanger/Elsmere Schools, including health insurance, will terminate on the last day of the month prior to your retirement date. Your COBRA health insurance enrollment paperwork will come from Health Equity. In addition to the COBRA paperwork from Health Equity, you will receive a letter from HR with detailed instructions on how to continue your optional benefits after retirement (dental, vision, life insurance and Houchens plans).
<input type="checkbox"/>	Retirees who are under 65, who are eligible for, and elect health insurance through TRS should check with TRS to determine the effective date of your coverage. Typically, your health insurance will begin on your retirement date, but you should verify that date to assure you don't have a gap in coverage. Retirees who are 65 and over must enroll with Medicare and TRS provides a "supplement" to the Medicare coverage and prescription drug coverage. Again, check with TRS to determine the effective date of your supplemental plan and if you qualify.
<input type="checkbox"/>	Your remaining sick days are paid to you at 30% of your daily rate at the time of retirement. You may choose to defer all or a portion of your payout to your Erlanger/Elsmere Schools 403b, 457b, or 401k plan. If you choose this option email jennifer.mahon@erlanger.kyschools.us for assistance. If you do not defer your sick time into an annuity account, you will be subject to 22% federal tax withholding on these funds.
<input type="checkbox"/>	Retirees that complete their contract will receive all their summer paychecks per the summer paycheck schedule. This does not pertain to 12 month employees.
<input type="checkbox"/>	Disclaimer: This checklist is for informational purposes only and is meant to assist you with preparing to retire from Erlanger/Elsmere Schools; however it is your responsibility to work with www.trs.ky.gov to make sure you have completed all the necessary steps in the retirement process.
<input type="checkbox"/>	Contact jennifer.mahon@erlanger.kyschools.us at 859-727-2009 with any additional questions.