



# 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

✓ Form TRS 228A – *Federal Income Tax Withholding Certificate*

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

✓ Form TRS 7 – *Notice of Final Deposit before Retirement and School Official Certification of Salaries* should be given to your employer  
Your employer must complete and submit

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

This timeline is meant to be a general example of the retirement process. Your specific timeline may differ. Planning ahead can help ensure a smooth transition into retirement. TRS experiences a high volume of retirements during the months of May through August. **Don't delay!**