



## Office of Human Resources

### Checklist for Teacher Retirement System (TRS) Service Retirement

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#### Steps to take BEFORE and AFTER your ACC retirement.

*Preparing for retirement is a complex process, but can be made simple by planning ahead. Generally, if you are a TRS member nearing retirement, it is best to contact both TRS and ACC HR Benefits 6 months prior to your anticipated retirement date. This will allow sufficient time for you to learn the process and to complete and submit all required forms to the appropriate agencies.*

*Because retirement issues are complex, and individual situations differ, ACC staff members are unable to advise employees about individual TRS or Social Security retirement options or selections. You may wish to schedule a one-on-one counseling session at TRS with a TRS counselor by calling TRS at (512) 542-6400 or (800) 223-8778. You may also attend one of several TRS benefit presentations offered in Austin and around the state each year. These presentations focus on TRS benefits, including necessary steps to follow when preparing for retirement. Dates, times and locations of presentations may be found on the TRS website at <https://oapi.trs.state.tx.us/NASApp/bepr/do/memberPresentations>.*

**The following checklist of things to do before and after retirement is provided to assist you in making a smooth transition to retirement.**

#### **6 months before Retirement Date:**

- 1. Consult your TRS Benefits Handbook ([http://www.trs.state.tx.us/benefits/documents/benefits\\_handbook.pdf#Home](http://www.trs.state.tx.us/benefits/documents/benefits_handbook.pdf#Home)) to obtain information on your retirement options.
- 2. Purchase any eligible special service for retirement credit or TRS/ERS transfer service credit. Contact ERS or TRS to determine eligibility and cost.
- 3. Request TRS retirement estimates by submitting form TRS 18 (Request for Estimate of Retirement Benefits) to TRS. The form is located online at [http://www.trs.state.tx.us/active.jsp?submenu=forms&page\\_id=/benefits/trs18](http://www.trs.state.tx.us/active.jsp?submenu=forms&page_id=/benefits/trs18) and can

be submitted electronically on the TRS website, or by printing it out and mailing it to TRS.

**Note: You should consider all factors in determining your best time to retire. Keep in mind that if you retire after meeting the minimum length of time for establishing your final year of service credit, you will receive service credit for that year—but not receive credit for the full year's salary. If the year in question is one in which you are earning one of your highest salaries, you may wish to retire at the end of the school or contract year (August 31st) to take advantage of the full year's salary.**

- 4. Upon receipt of the TRS 18, TRS will mail you a retirement packet including all the necessary forms to complete your TRS retirement.
- 5. Complete and return to TRS the appropriate forms in your TRS retirement packet. If you haven't already, submit copies of acceptable proof of age documents (ex. Birth certificate) for yourself and beneficiary, as needed. Include your social security number on the proof of age document copies so they can be matched with your file at TRS.

The following forms will be included in your packet from TRS. (Do not ignore other TRS documents included in the packet):

- **Form TRS 25** (Service Retirement Estimate of Benefits)
- **Form TRS 13** (Acceptable Proof of Age Documents)
- **Form TRS 30** (Application for Service Retirement)
- **Form TRS 7** (Notice of Final Deposit Before Retirement)
- **Form TRS 278** (Direct Deposit Request/Annuity Payment EFT Exemption Certificate)
- **Form TRS 228A** (Income Tax Withholding Form). This is found stapled to IRS tax tables and may be easily overlooked.

TRS may include additional forms, if applicable, and a detailed instruction booklet in your packet to help you complete all required forms.

- 6. Send the **Form TRS 7** (Notice of Final Deposit Before Retirement) to the HR Payroll Office at HBC, 5930 Middle Fiskville Road, Austin, TX 78752. Please fill in your social security number and retirement date. The ACC reporting official will complete the rest of the form and mail it to TRS after your final paycheck as an active employee has been paid to you. **(This form will not be completed until you have retired and received your final paycheck from ACC.)**
- 7. Be sure to complete all of the other forms in the packet and return them directly to TRS as soon as possible, well before your retirement date. **Your retirement annuity will not be processed until all forms are received, including the Form TRS 7. Note: Your retirement annuity checks will be issued by TRS. Your retirement date is**

**always the last day of the month in which you retire, regardless of your last working day.**

**45 days before Retirement Date:**

8. To determine eligibility for retiree insurance benefits, please read the ACC memo "Retiree Insurance Eligibility and Information." Obtain and complete the following documents at the ACC HR Benefits Office:
- **TRS/ORP Retiree Insurance Enrollment Form**
  - **Texas Employees Group Benefit Program (GBP) Supplemental Information form for Retirees**
  - **Automatic Withdrawal of Group Benefits Program (GBP) Insurance Premium and/or ERS Insurance Payment Coupons (if applicable)**
  - **ACC Employee/Retiree Reimbursements Direct Deposit Authorization (if applicable)**
9. Provide ACC HR Benefits Office with a copy of your TRS estimate showing your planned retirement date and your years of service. You may redact any dollar amounts. ACC HR Benefits uses this as verification that you meet the required years of TRS service to make you eligible for retiree insurance.
10. If age 65 or older, contact Medicare (1-800-633-4227) to determine eligibility for Medicare Part A (hospital insurance), and enroll in Medicare Part B (medical insurance). You will want your Medicare coverage in effect at the time you retire. If enrolled in retiree medical insurance coverage through ERS, you do not need to purchase Medicare Part D (prescription insurance), but you are strongly encouraged to enroll in Medicare Part B. The retiree medical plans pay secondary for Part B services whether you are enrolled in Part B or not.
11. Notify your supervisor of your intent to retire in writing at least two weeks prior to your retirement date. Your supervisor will complete the separation form online through the ACC eHire system at <http://www3.austincc.edu/it/ehire/mod1/login.php>. The complete employee separation process will be submitted to the HR Records Office as soon as you confirm the retirement request. During this process, you may donate any unused sick leave under 960 hours to the ACC Sick Leave Pool. Return any ACC items (computers, access cards, keys, manuals, ID card, phones, etc.) to your supervisor prior to your final day of employment.
12. Ensure that your final ACCeTimesheet is submitted and approved by your supervisor prior to your last day of employment.
13. If applicable per ACC policy, your payment of accrued sick leave and/or vacation leave will be included on your final paycheck if your final ACCeTimesheet has been submitted on time and approved. Employees are only paid for 50% of the hours of

their unused sick leave over 960 hours. Any balances below 960 are unpaid and can be donated to the ACC Sick Leave Pool.

- 14. Contact the Social Security Administration regarding your Social Security benefits. You may contact Social Security toll-free at 1-800-772-1213.
- 15. Former veterans please contact the U.S. Department of Veterans Affairs at 1-800-827-1000 for information concerning veterans' retirement benefits.
- 16. Ensure that your personal affairs (wills, beneficiary selection, legal, financial, tax advice, etc.) are in order. Please review at least every three (3) years.

**Things to do AFTER Retirement (30-90 days after retirement):**

- 17. Per TRS rules, you must have one full calendar month break in service immediately following your retirement month. Do not plan to return to work for a TRS-covered employer in any capacity for the first month of your retirement. Failure to comply will result in the revocation of your retirement by TRS.
- 18. Within 30 days of retirement, coordinate with ERS your personal premium payments for your insurance coverage(s), if applicable. Payment may be from your TRS annuity check (make a written request to ERS once you begin receiving TRS annuity checks) , automatic bank draft from your personal bank account (see the Automatic Withdrawal of Group Benefits Program (GBP) Insurance Premium form), or by personal check (see ERS Insurance Payment Coupons). Note: Insufficient funds and/or non-payment of premiums will result in termination of your coverage by ERS.
- 19. Please ensure that your address is kept current with ACC, ERS and TRS.
- 20. Annually review your insurance needs and make sure that your beneficiaries for your retirement and insurance benefits are updated. Changes to your health insurance can be made at ERS Online during the plan year with a qualifying life event, or during annual enrollment (usually in the month of July).
- 21. ERS will administer your retiree insurance benefits. Please contact ERS for any questions related to your retiree insurance or benefit changes.
- 22. If you do return to work at ACC (or to any state, TRS or ERS agency) please notify the ACC HR Office of your current return-to-work status. In addition, please notify the ACC HR Office again of any change back to retiree status.

**General Information**

***Any TRS retiree may return to work after retirement at any TRS or ERS agency, or private employer, under certain circumstances. Your retirement will be revoked, however, if you return to employment in Texas public education in any capacity during the month following the effective date of your retirement. Please be aware that there may be an***

***impact on your TRS annuity check at any time you return to work with a TRS-covered employer, and you should contact TRS for further information.***

***Failure to follow all TRS rules and regulations may result in an interruption of your retirement annuity check during any academic year. Please ensure that you are familiar with those rules and regulations by visiting the TRS website at <http://www.trs.state.tx.us>, and/or by registering for a TRS retirement presentation.***

***If you do return to work, please contact your new employer's HR department to compare and/or coordinate your retiree insurance with your employer's insurance plan.***

Websites:     Teacher Retirement System of Texas - <http://www.trs.state.tx.us>  
                  Employees Retirement System of Texas - <http://www.ers.state.tx.us>  
                  Social Security Administration - <http://www.ssa.gov>  
                  Medicare - <http://www.medicare.gov>

Phone #'s:    TRS - (512) 542-6400, or (800) 223-8778 (toll-free, outside of Austin)  
                  ERS - (512) 867-7711, or (877) 275-4377 (toll-free, outside of Austin)  
                  SSA - (800) 772-1213  
                  Medicare - (800) 633-4227

**ACC WISHES YOU A HAPPY AND PROSPEROUS RETIREMENT!**