

Checklist for TRS Retirement Application

Congratulations! You are about to begin what we hope will be a long and happy retirement. This retirement packet, Part I, contains the information and forms you need to initiate the retirement process. Once we receive your completed forms, you will be sent Part II: Retirement Benefit Option Selection and Tax Forms Packet. The retirement process is not complete until you have returned the Benefit Option Selection Form.

To Apply for Your TRS Retirement Benefit:

- Complete the Form 10 - Application for Retirement and detach it.
- Have your employer certify the Employer Certification portion of the Form 10.
- If you are applying for disability retirement, a Report of Disability Packet must be completed by you and your doctor and received by the TRS along with your Form 10 at least 30 days and not more than 90 days prior to the effective date of retirement.
- Complete the PEEHIP Insurance Authorization Form, which can be found on the back of the Application for Retirement.
- Complete the front page of the Direct Deposit Authorization form, then take or mail the form to your financial institution. This form will authorize the Teachers' Retirement System to remit and credit your benefit directly to your bank account and eliminate the possibility of your check being lost or stolen.
- Send the Form 10 - Application for Retirement, the PEEHIP Insurance Authorization form, and any other completed forms to: TRS, P. O. Box 302150, Montgomery, AL 36130-2150. **Your Application for Retirement must be received by the TRS at least 30 days and not more than 90 days prior to the effective date of retirement.** The effective date of retirement must be the first day of a month.
- Once we receive your Application for Retirement (Part I), you will be sent Part II: Retirement Benefit Option Selection and Tax Forms Packet. This packet will contain a retirement allowance report. All TRS retiring members automatically receive the Maximum Benefit unless a Benefit Option is chosen. Your Benefit Option Selection form must be received by the TRS prior to the effective date of retirement. Otherwise, by law you will automatically receive the Maximum Benefit which is irrevocable.**
- Make sure that the TRS has your current home address. If your home address should change, notify the TRS in writing. Important information regarding your retirement will be mailed from time-to-time directly to your home address.

Should you desire to cancel your Application for Retirement, written notice must be given to the TRS prior to your effective date of retirement. Failure to give timely notice will result in an irrevocable application.

Your retirement account will be audited both at the time of retirement and after all contributions have been remitted. Discrepancies between the contributions certified on your Application for Retirement and the contributions remitted to the TRS may affect your retirement benefits and/or your eligibility for retirement.

For further information about the retirement process, please read your TRS Member Handbook. We also encourage you to check out our Web site at www.rsa-al.gov. If you have questions, feel free to contact one of our retirement counselors.

As always, we will do our best to help you and all other TRS retirees enjoy their retirement years.