

Midyear Retirement Form

Please return this checklist to Human Resources-Benefits Office

Employee Name		Employee #	
Campus/Dept Name			

I am **retiring** from TRS (please initial by each step)

1. _____ I turned in my resignation letter, with the intent to retire, to Human Resources. (Attach copy)
2. _____ I turned in my request for reimbursement of Local Leave and Exemplary Attendance Days.
(Written notification must be turned into Human Resources on or before November 30th - Attach copy, if applicable)
3. _____ I have attached my **blank** TRS 7 form.
4. _____ I understand my benefits will end the last day of the month following my date of retirement.
(Note: if retirement date is last day of the month, benefits will end on date of retirement)
5. _____ I have verified my current address. I understand if my address should change, it is my responsibility to log in to MUNIS Employee Self Service and change my address and contact information for W-2 purposes.
6. _____ I understand my last paycheck will be delivered by direct deposit to the account on file, if I have turned in all necessary documents and equipment to the district, otherwise my final check will be a “live” paper check and can be picked up from the Human Resources Office.

Employee Signature

Date

For Office Use Only: (Copies attached) resignation letter, buyback form, TRS 7

Employee Type (Circle one): 10 month 11 month 12 month

Date rec'd: _____

Rec'd by: _____

Entered into TCM: by _____ Date: _____

Revised:
09/2020