

Year-end 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 of letter via online entry, www.irvingisd.net/resign)

2. _____ I turned in my request for reimbursement of Local Leave and Exemplary Attendance Days. (Application to sell back unused days must be turned into Human Resources on or before the first Monday in November **Attach copy to resignation letter, if applicable)

3. _____ I understand my benefits will end the last day of the month of my date of retirement. (Note: if retirement date is last day of the month, benefits will end on date of retirement)

4. _____ 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.

5. _____ 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: 10/2023
