



# A Look Ahead: A Guide to Retiring

## Things to do at least six months before retiring

### STEP 1

If you're in the Teacher Retirement System of Texas (TRS):

- Consult your TRS Benefits Handbook for information on your retirement options. For a copy of this document, contact TRS at (800) 223-8778 or visit TRS online at trs.Texas.gov.
- Purchase special service credit for retirement credit or transfer service credit, if applicable.
- Send copies of your birth records to TRS, and if you select retirement plan Option 1, 2, or 5 include copies of your beneficiary's birth records. Write your Social Security number on the birth records so the records can be matched with your TRS account. If your current name is different from the name on your birth records, write your current name on the records as well.
- Contact TRS at (800) 223-8778 to request a copy of form TRS 18 (Request for Estimate of Retirement Benefits).
- Complete form TRS 18 and return it to TRS to receive a retirement packet.

### STEP 2

If you're in the Optional Retirement Program (ORP), contact your ORP vendor(s) to discuss your retirement options.

### STEP 3

Contact your local Social Security office to apply for Social Security (and Medicare, if applicable) benefits. You will need:

- W-2 tax forms for the two years before retirement
- An estimate of earnings for the year of retirement
- A record of date of birth (the oldest available record is best)

### STEP 4

Contact your Human Resources office and set up an appointment to:

- Complete System-required ORP or TRS forms.
- Discuss changes in your group insurance coverages.
- Complete appropriate group insurance continuation forms.
- Discuss the possibility of deferring your lump sum payment to a UTSAverDCP. The completed paperwork must be submitted prior to your last day of work.

### STEP 5

Contact your Tax-Saver Account (TSA) and/or UTSAver DCP vendor to discuss your distribution options.

*Note: While we suggest starting the retirement process about six months before your actual retirement date, because the process can be complicated, you may want to start as early as a year in advance.*



**Steps to Determine Eligibility for UT System Retired Employee Group Insurance \*\***

Status during August 2003?

Employed as a **Benefits Eligible Employee ++** With a UT Institution

Not employed with UT, but a **Former Benefits Eligible Employee ++** with a UT Institution

Not yet employed as a **Benefits Eligible Employee++** With a UT Institution

Employed as a **Benefits Eligible Employee ++** With a UT Institution

Met Rule of 80\* OR 55/5+ on 8/31/2003?

Yes

No

Eligible when meeting Rule of 80\* OR 55/5+ (3 years of UT service required)

Eligible when meeting Rule of 80\* OR 65/10+ (10 years of UT service required)

Eligibility Continues as a Retiree even if returning to work

**\*Rule of 80**

Age + Number of years of creditable state service = at least 80

**\*55/5 or 65/10**

Represents the minimum age / number of years of creditable state service required to be eligible

**IMPORTANT NOTE:**

Employee must enroll within 31 days of retirement OR Must wait until the next Annual Enrollment or Qualifying Change of Status to enroll

**For More Information:**

Office of Human Resources  
903-566-7234  
[humanresources@uttyler.edu](mailto:humanresources@uttyler.edu)

\*\* To qualify, most recent State of Texas employment (prior to retirement) must be at a UT Institution with limited exceptions.

++ Eligible to participate in the Group Insurance Program under Section 1601.101, Texas Insurance Code.