



# Retirement Checklist (2021-2022)

If you are thinking about retiring, please review this checklist and plan accordingly. Please send your retirement or eligibility questions to the UT El Paso Benefits Team at [benefits@utep.edu](mailto:benefits@utep.edu).

## 10 - 12 MONTHS PRIOR TO RETIREMENT

### **Teacher Retirement System of Texas (TRS) Member**

Use the [Retirement Estimate Calculator](#) in [MyTRS](#)

Complete/issue a Form TRS-18 – [Request for Estimate of Retirement Benefits](#)

Watch [Member Education](#) and [Financial Awareness](#) videos

Review [Retirement Options](#)

[Purchase Service Credit](#) or transfer credit – if applicable

[Schedule an appointment](#) with a TRS Benefits Counselor for a one-on one meeting to review your retirement estimate and guide you through the paperwork.

## 6 MONTHS PRIOR TO RETIREMENT

### **Teacher Retirement System of Texas (TRS) Member**

Complete and submit your \*TRS Retirement packet, consisting of:

- Form TRS-30, Application for Service Retirement (with supporting age verification documents; Driver's license or birth certificate)
- Form TRS-228A, [Federal Income Tax Withholding Certificate](#)
- Form TRS-278, [Direct Deposit Request](#)
- Form TRS-587, [Certification of Unused State Sick/Personal Leave](#) (if applicable)

\* Form TRS-7, [Notice of Final Deposit before Retirement and School Official Certification of Salaries](#)  
**Should be issued to Office of Human Resources for completion**

### **Optional Retirement Program (ORP) Participant**

Contact your ORP [Investment Vendor](#)(s) to review distribution options and beneficiary designations.

Request, complete and return an ORP Declaration of Retirement from the [UT El Paso Benefits](#) Team

### **Teacher Retirement System of Texas (TRS) Member or Optional Retirement Program (ORP) Participant**

Submit Letter of Intent to Retire; to Immediate Supervisor, Director, Dean, Chairperson  
(cc: Office of Human Resources)

## 3 MONTHS PRIOR TO RETIREMENT

### **Teacher Retirement System of Texas (TRS) Member Optional Retirement Program (ORP) Participant**

**Social Security Benefits** (available at age 62)

Contact the Social Security Administration about 3 months before the date you want your benefits to start. Apply online via the [Social Security Administration](#). You may also visit your local SSA office or call (800) 772-1213.

**Medicare** (available at age 65, or younger if due to a disability)

If you or any of your dependents are 65 or older by your retirement date please request a completed [Medicare Request for Employment Information](#) from the [UT El Paso Benefits](#) Team.  
Enroll in Medicare Parts A and B [online](#) or by phone at (800) 772-1213.

## If you are planning to enroll in UT System Retiree Benefits:

Review your current benefits elections at [My UT Benefits](#).

Review [Summary of Benefits \(Retired Employee\)](#) for coverage options available to retired employees.

Review and save a copy of the [UT El Paso Retiree Benefits Packet](#) for detailed information on retiree benefits.

Review the [Interactive Calculator for Out-of-Pocket Cost](#) (be sure to select "Retiree" from the drop-down menu).

Verify and update your Group Term Life beneficiary designations at [My UT Benefits](#) or by completing [Beneficiary Designation Form](#) and issuing it directly to carrier.

If converting your Group Term Life coverage, complete Part 2 of the [Application to Convert Group Term Life Insurance](#) form and submit to the [UT El Paso Benefits](#) Team.

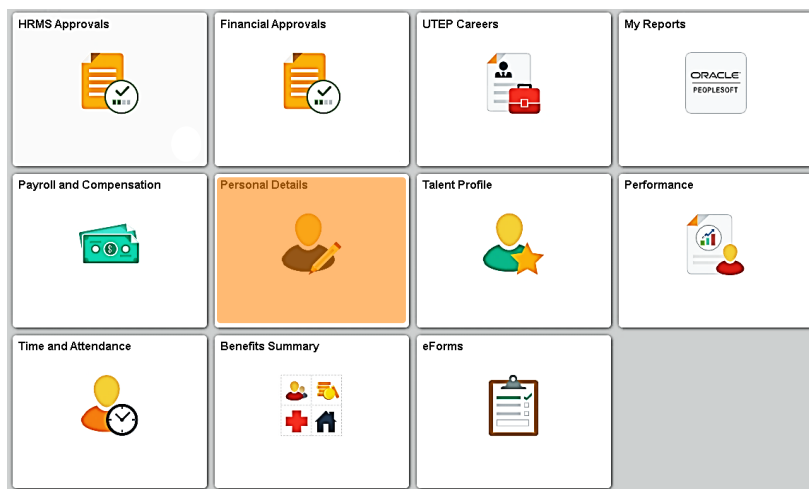
Contact your UTSaver TSA 403(b) and/or UTSaver DCP 457(b) [Investment Vendor](#)(s) to review distribution options and beneficiary designations (if applicable)

Review [Deferred Compensation Plan \(Vacation Deferral\)](#) option.

If you are not currently enrolled in a [UTSaver 457\(b\) DCP](#) plan and would like to participate in the Deferred Compensation Plan (Vacation Deferral), you must enroll in a UTSaver 457(b) DCP plan 3 months prior to your retirement date. You may enroll in a plan through [Retirement Manager](#). For more information, please see [Voluntary Retirement Programs](#) and [Investment Vendor](#)(s)

Review/update personal information in [PeopleSoft](#)

Personal Details: email, address, and phone number



[Schedule](#) a retirement consultation with your designated [Benefits Representative](#).

**See Preparing for your Retirement Meeting** below and ensure items are completed prior to your scheduled meeting.

## PREPARING FOR YOUR MEETING

If possible, please submit retirement questions in advance to the [UT El Paso Benefits](#) Team to make the most of your meeting time.

### Complete and bring the following documents to your meeting:

Form TRS-7, [Notice of Final Deposit before Retirement and School Official Certification of Salaries](#)

Form TRS-587, [Certification of Unused State Sick/Personal Leave](#) (if applicable)

[UTSaver Deferred Compensation Plan Purchase Agreement](#) (if transferring accrued vacation balance)

UT Benefits Billing: [Deduction from TRS Annuity for Retiree Insurance Premiums](#) (if applicable)

UT Benefits Billing: [Direct Payment/ Debit Authorization Agreement](#)

[UT El Paso: Retiree, Personal Information Update](#)