



# Retirement Checklist

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).

## 6 - 12 MONTHS PRIOR TO RETIREMENT

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

- Schedule a [Virtual-Retirement Eligibility Consultation](#) with your designated [Benefits Specialist](#) to answer any questions, discuss your retirement eligibility and the process.

### [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

## 6 MONTHS PRIOR TO RETIREMENT

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

- [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.
- Complete and submit your [TRS Service Retirement Packet](#), consisting of:
  - Form TRS-30, Application for Service Retirement (with supporting age verification documents; Driver's license or birth certificate)
  - IRS Form W4-P, [Withholding Certificate for Periodic Pension or Annuity Payments](#)
  - Form TRS-278, [Direct Deposit Request](#)
  - Form TRS-587, [Certification of Unused State Sick/Personal Leave](#) (if applicable)

### [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)

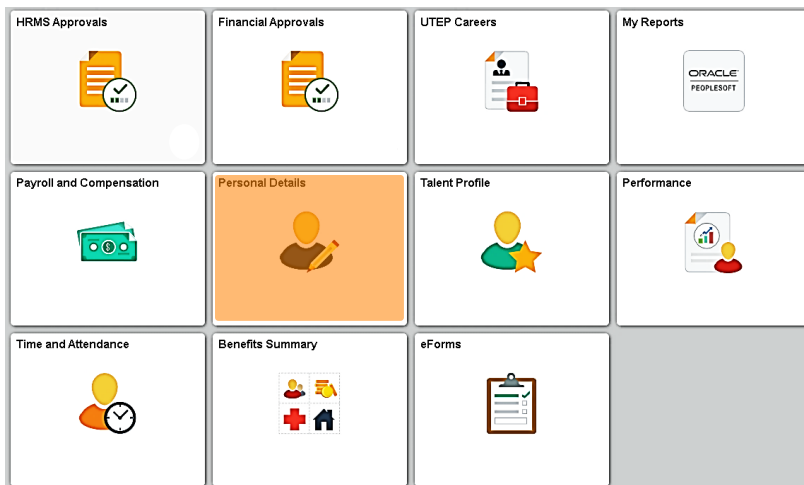
## 3 MONTHS PRIOR TO RETIREMENT

### 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 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 [Deferring Annual Leave](#) option (if applicable)  
If you are not currently enrolled in a [UTSaver TSA 403\(b\) Plan](#) and/or a [UTSaver DCP 457\(b\) Plan](#) 3 months prior to your retirement date, you may enroll in these plan(s) through [Retirement Manager](#) or by contacting the [UT El Paso Benefits](#) Team.
- Review/update your personal information in PeopleSoft (Employee Self Service) under the Personal Details tile: email, address, and phone number.



- Schedule a Virtual-Retirement retirement consultation with your [UT El Paso Benefits](#) Team. **See Preparing for your Retirement Meeting** below and ensure items are completed prior to your scheduled meeting.

**PREPARING FOR YOUR RETIREMENT 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-587, [Certification of Unused State Sick/Personal Leave](#) (if applicable)
- [UTSaver Unused Annual Leave Deferral 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](#)