



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.

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)

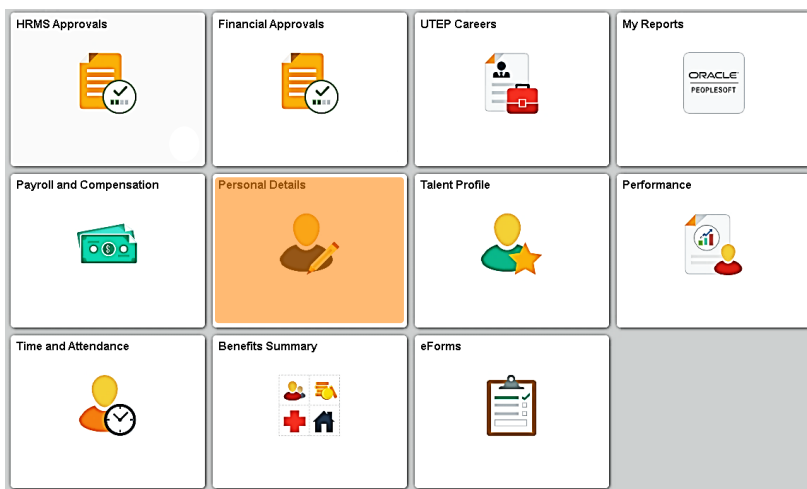
3 MONTHS PRIOR TO RETIREMENT

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 [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 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