

Are you ready to retire?

Here are some tips to start the retirement process for an employee who is participating in Georgia Teachers Retirement System (TRS).

When can you begin receiving a TRS benefit?

You are eligible to retire “penalty-free” under the following conditions:

1. Completion of 30 years of creditable service—regardless of your age; or
2. Completion of 10 years of creditable service, and be age 60 or older.

If you have an active TRS account, you may retire after the completion of at least 25 years of service and be less than age 60, but your retirement benefit will be subject to **an early retirement penalty**. The penalty is determined by whichever is less:

- How close you are to age 60, or
- How close you are to having 30 years of service.

It is best to speak with a TRS representative for a full explanation of the penalty calculation.

Additionally, if you have questions about purchasing service time, you will need to speak directly with a TRS representative.

Are you thinking of working after you retire from TRS? Make sure you read and understand the criteria listed in the [“Working After Retirement”](#) section on the TRS website. Rehiring of a retiree must be approved by TRS prior to the first day of work.

So you are eligible to retire....**Congratulations!!**



Are you or your spouse going to be 65 years old or older when you retire? If yes, then **STOP** and contact Amy Perry, Benefits Coordinator, before applying for retirement. You need to make sure you have applied for Medicare B and SHBP has the information on file a month before you retire. Failure to complete these steps will cause the retiree to be charged COBRA health insurance rates until it is resolved.

Well in advance of your date of retirement, we recommend you get a benefit estimate and look at the various plans of retirement. You will [login to your TRS account](#) to begin the process of getting a benefits estimate. In addition, we recommend speaking with a TRS retirement counselor during this process to help understand the different plans available to you. Once you have decided which plan will best suit your retirement needs, you are ready to start the retirement process. Please submit your retirement no more than 6 months, but no later than 3 months, prior to your anticipated date of retirement. For every month you delay the retirement application submission, it will delay the first retirement paycheck by one month.

Apply for Retirement Online

1. [Login to your TRS account](#)
2. Select **Apply for Retirement**
3. Select **Start a New Retirement Application**
4. You will proceed through the 8 steps to make changes and/or selections for the retirement application
5. After completing all 8 steps, select **Next**

6. You will read the information and acknowledge it in a checkbox at the bottom of the screen, then select **Submit**. Once you submit, you cannot make a change online. You will need to send a written request directly to TRS. Please notify Amy Perry if you have made changes.
7. Please confirm if you are ready to submit your retirement information

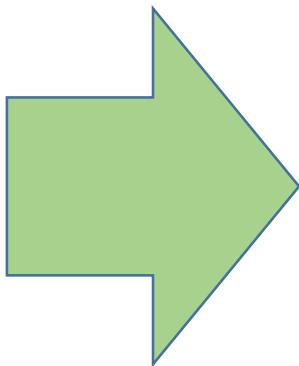
Congratulations! You submitted your retirement application. You will see a couple of items that will be required of you for TRS to complete the process. Here are a couple of the requested items:

1. Print, review, sign, and return the **Retirement Application Summary** to TRS.
2. Print, sign, notarize, and return the **Affidavit of Residency** to TRS. You should have a notary at your school. If you do not, please call HR to schedule a time to come in to get it notarized.
3. Send a copy of your photo identification to TRS.
4. Send a copy of photo identification for your Beneficiaries to TRS. This is primary and secondary.
5. You can upload the documents through the TRS website or mail them to TRS, Two Northside 75, Suite 100, Atlanta, GA 30318

Once these steps are complete, you have finished your portion of the retirement process unless TRS requests something additional from you. TRS will send you an email and/or a letter labeled "Suspense" regarding your retirement and the paperwork required. Please understand that this information is computer generated and sent the instant you submit your retirement online. The Benefits Coordinator will complete the Retirement Certification form (TRS8) within a couple of weeks of your submission. Therefore, please do not be alarmed upon receiving the letter from TRS. If you are pursuing sick leave credit, the sick credit will not be submitted until a month after your last day of work. Sick leave from a previous employer must be certified using a sick leave certification form, which you can download from the TRS website.

What happens to your health insurance after your retirement?

If you are currently enrolled in the State Health Benefit Plan, you may continue coverage after retirement. Your health insurance premium will be deducted from your second retirement benefit check. The premiums may be slightly increased from the premium deducted from your CCPS paycheck. If you started after 1/1/2007, depending on the number of years you have completed, your premium may be greatly increased from the premium deducted from your CCPS paycheck. Please contact SHBP for those rates. If you are 65 or older, you will need to enroll in Medicare B. Please contact the Benefits Coordinator for more information and for any questions.



Schedule your appointment with the Benefits Coordinator in HR to discuss your retirement and your current benefits. It is best to have the appointment 2-3 months prior to your last day of work. It is advised that you complete the TRS application process online prior to making the appointment. However, if you have questions prior to submitting, please contact the Benefits Coordinator. The appointment calendar is on the county website www.catoosa.k12.ga.us under Human Resources Department. Please select the link "[Benefits or Retirement Appointment Schedule](#)" and choose the date and time slot on the "Benefits/Retirement Appointment" that best fits your schedule.

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