

SWISD - End of Year Retirement Procedures

1. **Complete the retirement application process with the Teacher Retirement System (TRS).**
Although it is not necessary that you actually file for retirement prior to the date of your employment separation, it is recommended that you notify TRS at least 90 days prior to your retirement date to avoid unnecessary delays in the process.
2. Before you retire it is very important to evaluate your health insurance options available through TRS. You have a limited opportunity to enroll and would need to contact a TRS Counselor to obtain information on enrollment timelines.
3. **Letter to Deputy Superintendent** - Any District employee who desires to retire from his/her position shall submit a letter of resignation for the purpose of retirement addressed to the Deputy Superintendent's Office. Please include the following information: your name, address, work location/job title, employee ID number/social security number, also, please include your last day of active employment and date of retirement. Please provide a copy to your principal/supervisor.

***Note: TRS requires the date of retirement to be the last day of the month regardless of your last day of work. Your last day of work cannot be later than your retirement date with the exception of the first two weeks of June. For example, if you are planning on retiring at the end of your contract on June 15th, TRS will allow you to submit May 31st as your retirement date (that is the only exception).*

4. **Complete and sign the Retirement/Resignation Form** included with this packet and submit it to the Benefits Department.
 - A. Retirement/Resignation Form is understood to be an employee's official retirement or resignation notice to the office of Employee Benefits. A copy of the form will be submitted to Human Resources and Payroll.
5. **Complete the Accumulated Leave Cash out Application** and return it to the Payroll Department for approval prior to your retirement date. This form is required in order to receive reimbursement for unused accumulated leave.

Those employees with a minimum of **five consecutive** years of continuous service in the District, who plan to retire at the end of the school year/contract and desire to receive financial compensation for unused accumulated leave days must submit their intent to retire **90** days prior their retirement date as outlined in Policy DEC (Local).

- B. Return the TRS 7 form to the Payroll office ASAP. The TRS 7 form is the official notification to TRS of the employee's final deposit into their TRS account.
 - C. The Payroll Department verifies employee's final deposit on TRS 7 form, obtains a signature to certify final deposit, and mails TRS 7 to the Teacher Retirement System of Texas in Austin (TRS).
6. Your final paycheck from the District will be mailed to the address on file with payroll unless you notify the payroll department otherwise and make proper arrangements.
7. It is important that you inform the payroll department of any changes in address so that your W-2 Form and other important information will reach you in a timely manner.

Questions regarding paperwork or eligibility for retirement should be directed to the Benefits Department