



AISD Retirement Checklist

_____ 1. Notice of Retirement & Payoff and Benefit Option Form

Submit your retirement/resignation form found on the AISD website under Human Resources Customer Service. Email the completed form to Mark Strand at mstrand@aisd.net.

_____ 2. Request a TRS Retirement Packet

Go to www.trs.state.tx.us → Active Members → Forms → TRS 18 Form. Or call TRS at (800) 223-8778.

_____ 3. Consult with a Financial Planner or TRS Counselor

Please consult with a financial planner or TRS counselor prior to scheduling your retirement exit to assist with completing your packet and to ensure your financial questions are answered.

_____ 4. Schedule Retirement Exit

The HR Benefits Department will email you to schedule your retirement exit appointment. If you do not receive an email, please email the HR Benefits Department at hrbenefits@aisd.net to schedule an appointment.

_____ 5. Submit a Blank Notice of Final Deposit (TRS 7 Form)

The employee should submit the TRS 7 form directly to Payroll for processing. The Payroll Department will complete and send the form directly to TRS after the final AISD paycheck is issued.

_____ 6. Send Completed Retirement Packet to TRS (1000 Red River St., Austin, TX 78701)

The employee will need to send the completed retirement packet to TRS as soon as possible. To ensure that the 1st TRS payment is received 30 days after all final AISD pay has been issued and the TRS 7 form is processed by Payroll. The retirement packet should be sent to TRS at least 6 weeks in advance.

_____ 7. TRS Notice

TRS will send the employee a letter confirming that the retirement packet was received. If the letter states that the TRS 7 form is missing and you are sure your TRS 7 was given to the Payroll Department, please disregard. Payroll cannot send it until the final AISD paycheck has been issued to you.

_____ 8. TRS Paycheck

The 1st paycheck from TRS is usually received 31 days after the final AISD paycheck is issued or the first day of the month after the TRS 7 form has been processed by TRS.