

AISD Retirement Checklist

____ **1. 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.

____ **2. Submit your Notice of Retirement**

Submit your retirement/resignation form found on the AISD website under Human Resources Customer Service. Email the completed form to Melody Lopez at mlopez23@aisd.net.

____ **3. Consult with a Financial Planner or TRS Counselor**

Please consult with a financial planner or TRS counselor for assistance with completing your TRS packet and to ensure your financial questions are answered.

____ **4. Send Completed Retirement Packet to TRS (1000 Red River St., Austin, TX 78701)**

The employee must submit the completed retirement packet to TRS by their provided deadline. This will help ensure that the first TRS retirement payment is received 30 days after the final AISD paycheck has been issued.

____ **5. Retirement Meeting (Optional)**

After submitting your retirement form, you will be receiving a retirement email from HR Leaves that will include the following forms: Request for Records, AISD Retiree Banquet Form (Certificate & Crystal Bowl), and the Insurance Election (if applicable). If you have questions or need assistance, please contact hrleaves@aisd.net, to discuss or schedule an in-person meeting.

____ **6. TRS 7 Form - Notice of Final Deposit**

TRS will now electronically submit the TRS 7 form directly to the Payroll Department for processing. This process is no longer handled manually. Please note that the Payroll Department cannot electronically send the TRS 7 form prior to the issuance of the employee's final paycheck. For any questions or additional assistance, please contact the Payroll Department at **682-867-7421**.

____ **7. TRS Paycheck**

The first 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.