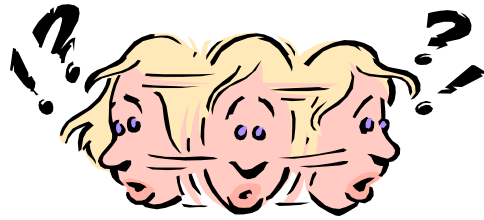


A LOOK TOWARD RETIREMENT

Where do I start?



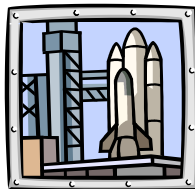
Prior to lift-off



A checklist for retirement:

- Contact TRS at (800) 223-8778 to request a copy of form TRS 18 (Request for Estimate of Retirement Benefits). You may also obtain this form online at: www.trs.state.tx.us
- Complete form TRS 18 and return to TRS.
- Locate birth records for yourself and primary beneficiary.
- Send your retirement letter to Mr. Frasier in Personnel, and to your campus or department administrator.

On the launch pad



After receiving

packet from TRS:

- Complete all paperwork in packet.
- Send your TRS-7 form to the Payroll Manager.
- If you have any other questions concerning forms, contact TRS Counselor at the above 800 number, Sue Eddy - MISD Benefits Manager at 972-882-7335, or Diane Kinsworthy - MISD Payroll Manager at 972-882-7318.

Auxiliary Boosters



Other District Concerns:

- Computer Buy - Does it need to be paid off? Contact the Payroll Department.
- Direct Deposit will be turned off with your final paycheck.
- All unused sick and personal days will be paid the month after retirement (compensation - to be determined by district policy).
- All extra pay or absences during the last two weeks before retirement need to be discussed with the Payroll Department.
- All insurance coverage or benefits will end the last day of the month of retirement.
- Contact the Benefits Office for any other questions regarding your insurance.

Successful Launch!

