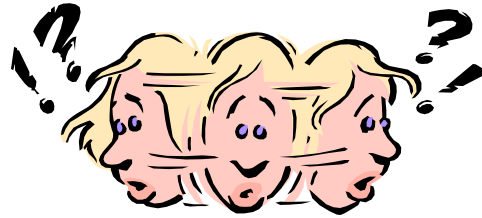


A LOOK TOWARD RETIREMENT

Where do I start?



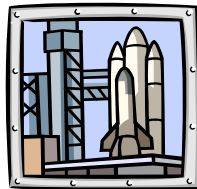
Prior to lift-off



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.
- CONTACT the Payroll Manager and Benefits Manager to discuss your options for retirement date, payoff, and insurance. Let them know the month you choose to put on your retirement and TRS care form.
REMEMBER: EACH RETIREMENT IS UNIQUE.
- 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.

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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.
- Date grants - If you are employed by a grant campus, your final check depends on when the grant is paid. Contact the Payroll Department.
- All insurance coverage or benefits will end the last day of the month of retirement or August 31st (depends on several factors).
- Contact the Benefits Office for any other questions regarding your insurance.

Lisa Porter - MISD Benefits Manager at 972-882-7469

Diane Kinsworthy - MISD Payroll Manager at 972-882-7318

Successful Launch!



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