**RETIREE CHECKLIST**

* If TRS retiree, contact TRS directly by phone or log on to your [MYTRS](https://oapi.trs.state.tx.us/ONAC/do/login) account to obtain an estimate of your monthly annuity. It is recommended that you start this process 6 months prior to retirement.
* If ORP retiree, contact your vendor representative (s) if you plan to receive distributions from your ORP account. Note: You must leave some funds in your ORP account in order to continue retiree insurance benefits.
* Contact Human Resources at least 90 days prior to your last date of employment to complete retiree insurance paperwork.
* Contact Social Security to enroll in Medicare Part B if you are age 65 or older.
* If you have voluntary retirement programs (i.e. Texa$aver or TDA 403b Plan) contact your vendor directly.
* Complete the TWU Exit packet prior to your last date of employment. Not all forms apply. Contact the benefits manager with questions regarding the required forms.
* Contact the parking office to receive a parking decal at 2911.
* If you plan to return to work after retirement and are Medicare Eligible please note that you will be required to remain the HealthSelect plan. Medicare will be your secondary insurance if you are in a position that is 20 hours or more per week.

\*\*If Retirement is after January 31st please provide the Benefits Office with an official notice or a copy of your resignation letter on or before the last day of February. This is to guarantee your name is included in the Annual Ceremony to Honor all retirees.

**Phone Number and Additional Resources:**

1. TWU Benefits: 940-898-3552
2. Texa$aver 457 Plan: 800-634-5091
3. TRS: 1-800-223-8778
4. Social Security : 1-800-772-1213
5. ERS: 1-877-275-4377
6. ORP/TDA Authorized Provider List: Contact the Benefits Office for a current list.