



## TRS Retirement Checklist

<b>Notify your department and Human Resources of your intent to retire.</b>	Complete as soon as possible but at least 3 months prior to retirement.
<b>Print out your current Benefit's Summary</b>	The only benefits that can be carried into retirement are: <ul style="list-style-type: none"><li>• Health</li><li>• Dental</li><li>• Vision</li><li>• Supplemental Life</li><li>• Dependent Life</li><li>• Basic Life (Paid for by University)</li></ul>
<b>Sign onto your TRS employee account and complete a Web Benefit Estimate</b>	<a href="http://www.trsga.com/home">http://www.trsga.com/home</a>
<b>Go to Social Security website to review benefits offered and set up a profile if necessary.</b>	<a href="https://www.ssa.gov/">https://www.ssa.gov/</a>
<b>Complete an ARFS (Association of Retired Faculty and Staff) Form</b>	
<b>Contact OneUSG Benefits Connect Representative and enter banking information for "auto debit" of Benefits carried into retirement.</b>	<b>1-844-5-USGBEN (1-844-587-4236)</b> <a href="http://OneUSGConnect.usg.edu">http://OneUSGConnect.usg.edu</a> .
<b>Sign onto your TRS employee account and complete Retirement Application.</b>	<a href="http://www.trsga.com/home">http://www.trsga.com/home</a>
<b>Once application is complete, print the application. Initial bottom of 1<sup>st</sup> page of application. Sign and date the bottom of the 2<sup>nd</sup> page. Initial bottom of the 2<sup>nd</sup> page.</b>	
<b>Complete Affidavit of Residency on TRS website.</b>	<a href="http://www.trsga.com/downloadForms/affidavit%20of%20residency_int.pdf">http://www.trsga.com/downloadForms/affidavit%20of%20residency_int.pdf</a>
<b>Make a copy of your driver's license and your beneficiaries' driver's license or valid ID. Copies must be clear.</b>	

<p><b>Mail completed application, Affidavit of Residency, and copies of identification to TRS. Make a notation of mailing date.</b></p>	<p>Teacher’s Retirement System of Georgia Two Northside 75 Suite 100 Atlanta, GA 30318</p>
<p><b>Ensure your department is aware of your retirement date and a PAR is completed in a timely manner.</b></p>	
<p><b>Contact your HR Representative to complete the Retirement Certification Report and Sick Leave Certification (if applicable).</b></p>	<p>UWG Human Resources 678-839-6403</p>
<p><b>Contact AON a week prior to retirement to ensure all transactions have been completed to ensure smooth transition of benefits.</b></p>	<p><b>1-844-5-USGBEN</b> (1-844-587-4236) <a href="http://OneUSGConnect.usg.edu">http://OneUSGConnect.usg.edu</a>.</p>