



RETIREMENT CHECKLIST

1. Request a TRS Retirement Packet by one of two methods:

- a. Contact TRS at 1-800-223-8778; or
- b. Visit the TRS website at www.trs.texas.gov.
Select: Active Members > Forms > TRS 18 Form. Print and complete the TRS 18 Form and mail to TRS at:

Teacher Retirement System of Texas
1000 Red River Street
Austin, TX 78701-2698

2. Notice of Retirement

Submit notice of retirement stating that you are retiring, what your last day of work will be, your location, and your position to Barbara Eubank <<[email Barbara](#)>>, Paige Curry <<[Paige Curry](#)>>, and your principal/supervisor. Please pay close attention to deadlines for submitting notice of retirement as reflected in the employee handbook on pages 44-46. *These deadlines must be met in order to receive payment for any unused leave days for which you may qualify.* <<[access Employee Handbook](#)>>

3. Complete and submit TRS Retirement packet.

Schedule an appointment with TRS in Austin or mail your packet to TRS at address listed above. TRS must have your completed packet at least 60 days prior to retirement date to ensure proper issuing of first TRS Retirement check. Do not return **TRS 7 Notice of Final Deposit** to TRS; that is the only form in the TRS packet that you do not complete. The TRS 7 form is completed and sent to TRS by the Payroll Department after you have received your final check from Birdville ISD. Questions regarding this form will need to be directed to the Payroll Department at: payroll2@birdvilleschools.net or (817) 547-5640.

4. BISD Retirement Packet

Upon acceptance of your retirement, you will receive a BISD retirement packet via email. This will need to be completed and returned to Barbara Eubank in HR by appointment, campus mail, or by dropping it off with the receptionist in the Administration Building.

5. Schedule Exit Interview if Needed

Exit interviews may be scheduled with Barbara Eubank in Human Resources. To schedule an exit interview, contact Barbara by phone at (817) 547-5756 or via email. <<[email Barbara](#)>> All BISD retirement paperwork will be returned at this time. **The exit interview is not to complete TRS paperwork, but to address any district questions you may have and to submit the BISD retirement packet to Human Resources.** Should you need someone to cover the TRS Retirement Packet in depth, please consult with a financial advisor or TRS representative.