

WHERE DO I START?

You may visit the TRS Website and click Active Members / Forms for the TRS 18 Form – Request for Estimate of Retirement Benefits or you may visit the TRS Web Site and complete the TRS18 Form electronically or print and manually complete and then mail it to TRS. Once the form has been completed and submitted and received by TRS, you will receive your TRS retirement packet within two-three weeks.

If you are a member nearing retirement, you should contact TRS ten to twelve months prior to your anticipated retirement date to allow yourself enough time to complete and submit all required forms. The following will give you a quick overview to help you to make a smooth transition to retirement.

Additionally, TRS has a video entitled “TRS Steps to Retirement”. This video can be found by accessing “Active Members” on the TRS home page and then selecting “Planning Your Retirement”.

Once you have made your decision, received, and reviewed the TRS Retirement Packet, you may contact EPISD Employee Benefits to set up an appointment with Ryan Venegas at (915) 230-2069 for an EPISD Exit Interview appointment. You will need to bring your TRS Retirement Forms to your appointment so that you can be provided with assistance as needed. During this appointment, you will be provided with information about EPISD’s benefits and final paycheck.

*If EPISD provides assistance with your retirement forms, it is your responsibility to confirm with TRS that they are in receipt of your completed retirement packet. Only TRS can acknowledge receipt of the required forms and confirm your retirement date. EPISD is not responsible for any documentation not received by TRS, in accordance with TRS retirement date deadlines. PLEASE NOTE: The TRS-7 Form cannot be completed until such time that your last check has been processed. Payroll is responsible for completing the TRS-7 Form and sending it to TRS directly after your last check has been processed.

If you would like additional information regarding your retirement benefits, visit the Teacher Retirement System website at <https://www.trs.texas.gov/Pages/Homepage.aspx>.

You may also contact a TRS Representative by calling toll-free 1-800-223-8778 or by logging in to [MyTRS](#) where you can create your own estimate of retirement benefits, sign up for presentations, or sign up for a counseling session with a TRS representative here in El Paso or in Austin.

For a nice chart detailing all the Steps for retirement, [click here](#).

For information on Social Security Benefits please visit: [SocialSecurity.gov](https://www.socialsecurity.gov)