

## Retirement Planning

Retirement is a special time in life. However, we realize it can be a stressful time also. This information has been compiled to help answer questions and assist in the retirement process. When you have specific questions, or would like to discuss retirement concerns please call us at 678-3573.

As you retire, there are several forms and papers to sign. The forms are included in this packet. Although we will go over each one with you, the following brief notes might be helpful.

**Application form (for TCRS members):** You may complete this on your own or we will assist you in our office. If you complete your application outside of Human Resources, please do not sign it until you return to our office. Your signature needs to be witnessed and notarized.

**Insurance:** If you plan to continue health and/or life insurance after retirement, you will need to complete the appropriate forms. Please read the insurance continuation information and be certain you are aware of your options.

**Separation and Clearance Form:** This form will be completed by your department and signed by you and the department head. At least two weeks prior to your last day, this form should be returned to Human Resources, Records Department in 178 Administration Building. The Separation and Clearance form asks for the last day physically at work. If you accrue annual leave, you will need to decide whether you want to remain on the payroll and use the balance of your leave, or receive a lump sum payment. Keep in mind that your health and life insurance and other benefits will continue to be deducted as long as you remain on the payroll. Again, we are willing to help you determine which situation may be best for you.

**Retirement Information Sheet:** We would like to furnish the information requested on this form to the Development Office. This will be one way to maintain contact with the University.

Please call us at 678-3573 if you have any questions or would like more information.

Sincerely,

Amanda Clarkson  
Director, Employee Benefits and Safety