

Tier 1 Retirement Time Line Checklist

As Soon as Possible

- Attend a Benefit Information meeting. A schedule is available on the TRS website during the fall.
- If you have not already submitted a “proof of birth” online in the Member Account Access area, it must be provided to TRS in order to process your retirement benefit.
- Confirm your years of service by accessing your TRS Benefits Report online (updated each November).
- Obtain the cost of reinstating a TRS refund, record sick leave from former employers and report optional service. Types of optional service include:
 - substitute teaching,
 - homebound or part-time service before July 1, 1990,
 - out-of-system service,
 - military service,
 - board-approved leaves of absence,
 - leaves of absence due to pregnancy or adoption prior to July 1983,
 - involuntary layoffs and
 - recognized Illinois private school service (**must apply on or before June 30, 2023**).
- Update your Beneficiary Designation form to ensure that survivor benefits will be paid according to your wishes.
- Provide us with your home email address in the secure Account Access area. Emails about legislation and other important events will also be sent periodically.
- Review the TRS *Tier 1 Member Guide*, trs.il.gov/Tier1_Member_Guide, online.
- Inquire about upgrading your pre-July 1998 service to the 2.2 formula. Call us for the cost to upgrade.
- Consider consulting with a financial planner. TRS does not provide financial advice.
- Determine if any reciprocal service you have accrued will be beneficial to use in retirement. Each retirement system has specific rules about reinstating refunded service.

4 to 5 Years Before Retirement

- Attend a Benefit Information meeting. A schedule is available on the TRS website during the fall.
- Schedule an individual appointment, if necessary.
- Request a benefit estimate online in the secure Member Account Access area or by calling us. We will need to know your estimated retirement date;



the number of unused, uncompensated sick leave days at retirement; and current and estimated future salary rates, including TRS contributions. Also include any bonuses and extra-duty pay.

Year of Retirement

- Request an updated benefit estimate (online or by phone).
- Attend an It’s Time to Retire meeting held in January and February.
- Finish reporting all optional service; this task may take time and research.
- Complete payment to reciprocal system for refunded service, if applicable.

3 Months Before Last Day

- Complete the Personalized Retirement Interview by calling us or logging on to the Member Account Access area of our website. You’ll be asked a few questions that will complete information in the retirement packet for you. **You will receive the packet within three weeks. If you have reciprocal service, you also will need to call the other retirement system(s) to apply.**
- Be certain you have provided us with your home email address in the secure Member Account Access area online. You will receive important information about your retirement status by email.
- Check on the status of any optional service or 2.2 balances still owed.

During the retirement process, you will be asked how you wish to pay any remaining 2.2 balance. Payment can be made either through a lump sum, rollover, or pre-tax reduction from your monthly annuity check. If you have any optional service balances, they must be paid prior to retirement, with the exception of pregnancy or adoption leaves.

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Tier 1 Retirement Countdown

Return the Forms

Mail, fax or upload online through Member Account Access (select “Member Login” button, top right on [trsil.org](https://www.trsil.org)).

- Application for Age Retirement Annuity**
We will send you a letter or email when your application is received.
- Direct Deposit form**
You and your financial institution must complete this form. If a joint account, all parties must sign.
- TRIP Participation Election form (optional)**
You must return this form to us **no more than 60 days after your retirement date** if you want insurance when you retire.

Teachers’ Retirement Insurance Program (TRIP)

- The TRIP election form must be received within 60 days of your retirement date.
- If you enroll, please choose your insurance using the [MyBenefits.illinois.gov](https://mybenefits.illinois.gov) website or call 844-251-1777.
- After you enroll in the insurance program, the identification cards will be mailed directly by your insurance carrier. Allow 60 days to receive your identification and claim forms.

Retirement Processing – Allow 60-90 days

TRS begins the calculation process. Allow 60-90 days after all balances have been paid in full and all forms have been received and reviewed to receive your first pension check. If you have reciprocal service, we will contact the other systems.

- Your employer may not submit the Supplementary Report or Sick Leave Certification to TRS until on or after your last day. These will be submitted electronically by your employer on your behalf.
- After your retirement is processed, we will send you a notice with the issue date of your first payment and the gross amount of your first and regular checks.
- Your first check may be mailed to your home. Thereafter, your check will be deposited into your

bank account on the first banking day of the month.

Post-retirement Information

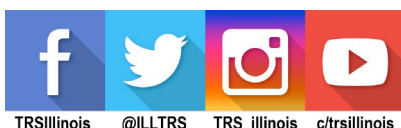
- You **must receive your first check** to complete any TRS post-retirement employment.
- You cannot return to work in the same school year that you last contributed to TRS and you must wait 30 calendar days before returning to work with the same employer.
- Do not prearrange any post-retirement employment.
- With post-retirement employment, you are limited to 120-paid days or 600-paid hours per year in a TRS-covered position. **The 120 days/600 hours limit is in effect through June 30, 2023.**
- If you retire from another Illinois public retirement system, you must follow that reciprocal system’s post-retirement limitations also.

Other Information

- If you have no dependents, you will be offered a refund of your 1 percent survivor benefit contributions along with your first pay notification. Acceptance of the refund waives all rights of your beneficiaries from receiving survivor benefits.
- Call the Social Security Administration to determine your available benefits including your Medicare eligibility.

Need a form or publication?

Visit [trsil.org](https://www.trsil.org) and download/print what you need.



TEACHERS’ RETIREMENT SYSTEM OF THE STATE OF ILLINOIS

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