



# TENNESSEE CONSOLIDATED RETIREMENT SYSTEM

15th Floor Andrew Jackson Building  
502 Deaderick Street  
Nashville, TN 37243-0201  
615-741-1971 ♦ tcrs.tn.gov



## RETIREMENT CHECKLIST

### APPROXIMATELY TWELVE MONTHS PRIOR TO RETIREMENT

- Time your retirement to fit your goals. Following are some items to consider.
  - ♦ Your last paid day of service cannot be later than June 30 of any given year in order to qualify for any cost-of-living adjustment (3% maximum) that may be given in July of the year following your retirement.
  - ♦ You may want to delay retirement until a longevity payment is received. The amount, the date and the effect of the longevity payment on your TCRS benefit need to be considered. Discuss this with your TCRS retirement counselor.
  - ♦ If you are enrolled in a reimbursement account through the Flexible Benefits Program, consider how your retirement date will affect this account. Contact Flexible Benefits at 1-800-770-8277, option 4 or by email at [flexible.benefits@tn.gov](mailto:flexible.benefits@tn.gov).
- Begin studying the optional benefit payment plans available from TCRS if you are interested in a benefit plan which provides a monthly income to your beneficiary in the event of your death. Ask TCRS to send you the brochure, "Selecting a Payment Plan at Retirement", or find it at [www.treasury.tn.gov/tcrs/OptionalPaymentPlan.html](http://www.treasury.tn.gov/tcrs/OptionalPaymentPlan.html).
- Determine the source of medical insurance for your family and verify your post-retirement eligibility.
  - ♦ State-sponsored plan (state, teacher or local government)
  - ♦ Local government- sponsored plan
  - ♦ Medicare supplement (if you or a dependent are over age 65)
  - ♦ Spouse's employment. If you use this source of coverage, will you be able to continue coverage in the event of your spouse's retirement or death?
- Consider whether any individual disability coverage will still be needed. Contact your insurance provider to determine if there is an offset provision for other income received.
- Evaluate your life insurance needs in comparison to your coverage and consider any conversion rights. Contact your life insurance provider for this information.
- If applicable, establish any additional retirement credit in TCRS, such as refunded service, military service, etc.
- Evaluate your personal investments to determine if they are still appropriate.
- Decide when and how to begin drawing income from IRAs, deferred annuities (403b) and/or deferred compensation plans, such as the 401(k) or 457. Contact your banking institution or plan administrator for guidance.
- Consider status of taxation after retirement and time any income to be received when income levels and tax rates are expected to be lower.
- Review your estate planning.
  - ♦ Update wills, trusts and powers of attorney.
  - ♦ Be aware of how your property passes to others under Tennessee law.
- Consider how emergency expenses will be handled. Make an effort to eliminate any debt and pay off obligations for large purchases.
- Consider how future large purchases, such as a car, appliances, home renovations, etc., will be financed. Consider making these purchases before retirement.
- Decide what you are going to do after retirement.
  - ♦ Second career
  - ♦ Hobbies and leisure activities
  - ♦ Volunteer work
  - ♦ Part-time work

## APPROXIMATELY SIX MONTHS PRIOR TO RETIREMENT

- Obtain an estimate of your TCRS benefits. Call 615-741-1971 or write to TCRS.
- Obtain an estimate of your Social Security benefits, if applicable, by calling 1-800-772-1213.
- Do a post-retirement budget to determine if your standard of living can be maintained. You also need to determine the income that your beneficiary would have should you predecease your beneficiary. Will the beneficiary be able to maintain his or her standard of living?
- If your 65th birthday will be attained in the year of your TCRS retirement, notify the Social Security Administration of your intent to retire. Find out what you will need to do so that your Medicare coverage will start at the right time.

**Group I members can get an on-line benefit estimate at [tcrs.tn.gov](http://tcrs.tn.gov).**

## APPROXIMATELY THREE MONTHS PRIOR TO RETIREMENT

- Obtain the necessary forms from your employer or from TCRS.
  - ♦ Retirement Application
  - ♦ Insurance Application (if you and/or any dependents are under 65)
  - ♦ Notify your employer of your intention to retire. Your personnel office will assist you with the retirement process.

**In the summer of 2014, TCRS members will be able to apply for retirement using Member Self-Service (MSS) through Concord.**

*NOTE: If you will be over 65 when you retire, an application for the Medicare supplement will be mailed to you from POMCO after your retirement benefit is processed.*

- File the TCRS retirement application and related forms 60-90 days prior to your last paid day of service.
- If you meet TCRS retirement eligibility requirements at the time you terminate employment, file for your benefits within 150 days after your last paid day of service to avoid loss of benefits.
- Decide which benefit payment option is to be selected. Review the TCRS brochure, "Selecting a Payment Plan at Retirement."
- If accrued annual leave (vacation time) is to be paid, you may have a choice of whether to extend it on the payroll or take a lump-sum payment. A lump-sum payment of your annual leave and/or compensatory leave may enable you to begin your TCRS and Social Security benefits sooner than you could if you stayed on the payroll. However, lump-sum payments are not included in your average final compensation for TCRS benefit calculation purposes. Some agencies do not permit retiring employees to choose.
- If you will be Medicare eligible at retirement (usually age 65), you should apply for Part B of Medicare when the employer-sponsored insurance coverage ends. Only Part A of Medicare is automatic. *Notify the Social Security Administration when you turn age 65.*
- If you are enrolled in a medical expense reimbursement account through a Flexible Benefits Program, consider how your retirement date will affect this account. Your out-of-pocket medical expenses incurred prior to the date of retirement may be eligible for flexible benefits reimbursement up to the amount you signed up to contribute for the year, even if you do not complete these contributions due to your retirement. For state employees, call 615-741-3131 to discuss your account.
- Apply for your Social Security benefits when you become eligible. To do so, you must file a separate application with the Social Security Administration. Call 1-800-772-1213 for information.

## AFTER RETIREMENT

- Make sure any employment after retirement will not impact your TCRS benefit. If you are considering part-time employment or return to service with an agency or department that is covered by TCRS, contact our office to determine how such employment may affect your TCRS benefit.
- If you plan to work after retirement, stay informed about the Social Security earnings limits and the benefit offset that occurs in your Social Security benefit after exceeding those limits.
- Notify TCRS in writing of any address change. Important correspondence, such as the 1099-R form to be filed with your income tax and cost-of-living adjustment information, will be mailed to your home address.
- If you did not sign up for the direct deposit program when you filed your application for retirement, you may change to this program after retirement. By using direct deposit, you will have access to your money one to three days earlier each month than those whose checks are mailed directly to their home. You will also have the security and peace of mind of knowing that your check is automatically deposited into your account each month. To obtain a direct deposit application, contact TCRS at 1-800-770-8277 or 615-741-4913 or print it from [www.treasury.tn.gov/tcrs/PDFs/tr0265.pdf](http://www.treasury.tn.gov/tcrs/PDFs/tr0265.pdf).



Treasury Department;  
April 2014; Authorization #309188;  
This web-based document was  
promulgated at a cost of \$172.00.