

RETIREMENT PROCEDURES

An estimate of an employee's benefit should be obtained by the employee from Tennessee Consolidated Retirement System (TCRS) approximately 4-6 months before the employee's retirement date. This estimate may be requested by completing a [Benefit Estimate Request](#) form (found on the TCRS website (<http://treasury.tn.gov/tcrs/>)) and submitting it to the Human Resources office or to TCRS directly or by calling TCRS at 1-800-922-7772. If an employee is interested in the Social Security Leveling benefit option under TCRS, a current estimate of their benefits should also be requested from the [Social Security Administration](#).

Employees should make an appointment with the WCS Retirement Manager, Keli Jarosz, in the Finance Department approximately 90 consecutive days in advance of their retirement date to complete all the necessary retirement applications and forms. Appointments can be scheduled by calling 615-472-4055 or by emailing her at Keli.jarosz@wcs.edu . If an employee does not complete their paperwork 90 days in advance of their retirement date, this may result in an employee's retirement checks being delayed. Most retirement appointments take between 20-40 minutes depending on questions asked. Employees may bring someone to the appointment with them. Employees should bring a voided check, proof of their date of birth and proof of their beneficiary's date of birth such as a driver's license, birth certificate or passport. Employees need to be prepared to make decisions regarding a benefit payment plan and withholding taxes. At the meeting the employee will complete the [TCRS Retirement Application](#) and the [WCS Retirement Form Letter](#).

Again, for more detailed information or assistance, please contact Retirement Manager Keli Jarosz in the Finance Department by telephone at 615-472-4055 or by e-mail (keli.jarosz@wcs.edu). We attempt to return all calls within 24-48 hours. However, if you need immediate assistance, please call Heather West at 615-472-4023.