

Retirement Process

There are Three Major Steps to the Retirement Process. Before you begin, please call TCRS at 1-800-922-7772 a year from your retirement date to request a benefit estimate. This will help you in the application step with the state. After you receive the estimate, the recommendation for completing the following steps is at least 90 days from your retirement date. If you would like to set up a Zoom Meeting or in-person meeting to discuss any questions about the process, please reach out to the retirement manager.

Steps to complete after you receive the benefit estimate from TCRS.

1. Complete the WCS Retirement Form

The first step is completing the Williamson County Schools Retirement Form. This form must be completed and signed by you and your supervisor. We are required to have this form on file at the district level.

2. Submit Your TCRS Retirement Application

The second step is completing your Tennessee Consolidated Retirement System (TCRS) retirement application online. You may complete the application on your own, or you are welcome to schedule a time to meet with me and we can complete it together.

The instructions for completing the application can be found here:

[Preparing Your Retirement Application](#)

When selecting your retirement date in the application, choose "**Other**" and enter your retirement date. In most cases, your retirement date is the day immediately following your last day of employment, unless you are retiring specifically on your 55th, 60th, or 65th birthday.

The retirement application should be submitted at least 90days from your retirement date.

3. Review Your Insurance Options

The final step involves your insurance benefits. Please contact **Laurie Gulan** at laurieg1@wcs.edu or **615-591-8506**. She can answer any questions regarding insurance coverage and assist you with the transition.

Retirement Manager:

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