

A TRSL Timetable for Retirement

TRSL recommends that you use the following timetable as a planning guide when you are two to three years away from retirement.

Two to three years before retirement

- Review the accuracy of your years of service with TRSL. You can do this online through our Member Access portal located at www.trsl.org. Or you can request a printout by calling 225-925-6446 or toll free outside the Baton Rouge area at 1-877-ASK-TRSL (1-877-275-8775).
- Ask your employer to review your years of service and certify or correct any questionable years or incorrect data.
- Resolve any issues involving the purchase or transfer of service credit. Any purchase or transfer should be completed well in advance of retirement or entering DROP. If you initiate a purchase or transfer shortly before your desired date to retire or enter DROP, the effective date of your retirement or DROP participation date is subject to change depending upon the completion of the purchase or transfer.

One to two years before retirement

- Request an estimate of your retirement benefits by sending TRSL a completed Benefit Estimate Request (Form 10). You can also obtain an unofficial projection of your retirement benefits by using TRSL's online calculator through the Member Access portal located at www.trsl.org.
- Consider attending a one-day preretirement seminar. Check the workshop schedule on TRSL's website or call 225-925-6446, ext. 2822, for a seminar being held in your area.

Four to six months before retirement

- Submit an Application for Service Retirement, ILSB, or DROP (Form 11) if you are retiring or entering DROP.
- If you are applying for service retirement, submit a Direct Deposit of Benefits (Form 15D) to designate the financial institution that is to receive your funds.

Two weeks after applying for retirement

- TRSL will acknowledge your application within two weeks of receipt. If you do not receive this acknowledgment, contact TRSL at 225-925- 6446 (Baton Rouge area) or toll free at 1-877-ASK-TRSL (1-877-275- 8775) to check the status of your application.

TRSL sends retirement affidavit

- Once your application is processed, TRSL will send you an Affidavit of Retirement Option Election based on the most current information available to TRSL. The affidavit will list the benefit amount for each of the retirement options. TRSL will send this affidavit only after we receive a copy of your Social Security card.

Within 15 days, return notarized retirement affidavit

- It is extremely important that this affidavit be completed, notarized, and returned to TRSL within 15 days of receipt. By selecting an option and returning the affidavit, you indicate under which option you wish to retire. This is a critical step in the retirement process. Remember that the option you select on your affidavit is irrevocable, no matter how your situation may change in the future!

- If you are planning to leave the country after retiring, it is in your best interest to see that your affidavit is completed and returned before you leave the states.
- If you are entering DROP, this affidavit must be returned within 90 days of receipt or 90 days after DROP participation has begun, whichever is later. If you do not return the affidavit within that time, you will be removed from DROP participation effective the date you were to begin DROP. You will be required to remit your member contributions due back to your original requested DROP participation date, if applicable. If you still wish to participate in DROP after cancellation of your original application, you will need to submit a new Application for Service Retirement, ILSB, or DROP (Form 11). Your DROP participation date will be effective on the date TRSL receives the new application or the beginning date of participation on the form, whichever is later. This may cause you to lose participation time in the DROP program.
- It is your responsibility to coordinate your date of retirement with your employer and to inform TRSL of any change before cashing or depositing a retirement payment. Once you cash or deposit a retirement payment, you are retired as of the effective date of your retirement application, and your retirement cannot be canceled.
- Any earnings in a TRSL-eligible position after the effective date of retirement are subject to the state's return-to-work laws.
- Service retirement applications may be canceled before any benefit payment is cashed, including estimated benefit payments. DROP participants may not cancel their DROP participation once the designated beginning DROP participation date has passed and a properly executed affidavit has been received. You do, of course, end your DROP participation if you terminate all TRSL-eligible employment or die.

Timetable taken from TRSL Planning for Your Retirement booklet, pages 5-7.