

## AISD Retirement Checklist

\_\_\_\_ 1. Request a TRS Retirement Packet

Go to [www.trs.state.tx.us](http://www.trs.state.tx.us) Æ Active Members Æ Forms Æ TRS 18 Form. Or call TRS at (800)2238778.

\_\_\_\_ 2. Submit your Notice of Retirement

Submit your retirement/resignation form found on the AISD website under Human Resources Customer Service. Email completed form to Melody Lopez at [mlopez23@aisd.net](mailto:mlopez23@aisd.net) or [hrcustomerservice@aisd.net](mailto:hrcustomerservice@aisd.net).

\_\_\_\_ 3. Consult with a Financial Planner or TRS Counselor

Please consult with a financial planner or TRS counselor for assistance with completing your retirement application. CC03EE03EF