

Before you meet with city staff to discuss your retirement, take these steps to familiarize yourself with your TMRS benefits:

- Schedule a Counseling Session to Review Your Retirement Account.** Call the TMRS Member Service Center at 800-924-8677 or go to tmrs.com and [schedule a counseling session](#) to review your retirement benefit options, beneficiary designations, and retirement paperwork.
- Run Retirement Benefit Estimates in MyTMRS.** Estimate your monthly retirement benefit for different retirement dates, and select the best retirement date for you.
- Choose a Retirement Month.** Choose the month you want to retire. Remember, you must terminate city employment before the end of that month.
- Complete Your TMRS Retirement Application and IRS Form W4-P.** Complete the [TMRS retirement application](#) and [IRS Form W4-P](#) tax withholding form, both of which are available on tmrs.com.
- Certify Your TMRS Retirement Application.** Your retirement application must be certified by a city representative.
- Submit your retirement application.** Your retirement application must be submitted by the last day of the month you choose to retire. To ensure that your first benefit payment is not delayed, submit your paperwork as early as possible.

As always, if you have any questions about your retirement, call the Member Service Center.

Member Service Center

800-924-8677

Fax • 512-476-5576

Website

tmrs.com

Mailing Address

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