

## How to Apply for Retirement

When you are ready to retire and begin receiving your monthly benefit, follow these simple steps.

- 1. Contact TMRS.** Call the TMRS Member Service Center or schedule an appointment with our Education Team to review your account and discuss your options.
- 2. Choose your retirement date.** Your retirement date must be the last day of the month and cannot precede your last day of employment. You can run estimates for various retirement dates and benefit options on [MyTMRS](#). Your age impacts the amount of your monthly retirement benefit, so always run an estimate for your next birthday.
- 3. Complete your retirement packet.** Download the Service Retirement Packet. It contains all the forms you need to complete to retire. Your completed forms must be received by TMRS no later than your retirement date.
- 4. Receive your retirement confirmation.** TMRS will send you a letter confirming your retirement and monthly benefit amount after processing your application.

If you are planning to work for another TMRS participating city, you cannot start working at that city until after your TMRS retirement date.

### Member Service Center

800-924-8677

Fax • 512-476-5576

### Website

[tmrs.com](http://tmrs.com)

### Mailing Address

P.O. Box 149153

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