

Arlington Independent School District
Resignation/Retirement Exit Interview Form Instructions

Please download and complete the appropriate Resignation / Retirement Exit Interview Form (Contract or Non-Contract). Instructions for submission are on the form. For resignations, you may request an additional in person exit interview. In person, additional exit interviews are conducted for all retirements because of the amount of information needed for the Texas Retirement System.

Please review the information on COBRA (Temporary Extension of Health Insurance).

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AISD Retirement Checklist

1. Notice of Retirement
Submit your retirement forms found on the AISD website under Human Resources at hr@aisd.net
2. Request a TRS Retirement Packet
Go to www.trs.state.tx.us as an Active Member to download TRS 18 Form or call TRS at (800) 223-8778.
3. Consult with a Financial Planner or TRS Expert
Please consult with a financial planner or TRS expert regarding your exit to assist with the process and to ensure your financial questions are answered.

Arlington Independent School District
Retirement / Resignation Form and Online Exit Interview
Contract Employee
Please complete the following form and obtain the necessary signatures.
Scan and send to mosh@aisd.net

Name: _____ Today's Date: _____

Current Position: _____ Employee ID: _____

Proposed Final Employment Date: _____ Is this resignation in order to retire? ___Yes ___No

Supervisor / Administrator: _____ Department / Campus: _____

Reason for Leaving the District: _____

Exit Interview

Please Access the Following Link to Complete Form 25t

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Arlington Independent School District
Retirement / Resignation Form and Online Exit Form
Non-Contract Employee
Please complete the form and obtain the necessary signatures.
Scan and email to mosh@aisd.net

Name: _____ Today's Date: _____

Current Position: _____ Employee ID: _____

Proposed Final Employment Date: _____ Is this resignation in order to retire? ___Yes ___No

Supervisor / Administrator: _____ Department / Campus: _____

Reason for Leaving the Dis-6.456 ()-12.687t(n0.713-t(9Fd [t(9Fd [t(633/)-12.671 S4 (C)-3.212.47 (__)-12.47 (__ 181.706 C

Employee Service Center

If you choose continuation of coverage,

SPECIAL TAX NOTICE REGARDING YOUR ROLLOVER OPTIONS UNDER THE TEACHER RETIREMENT SYSTEM OF TEXAS

You are receiving this notice because all or a portion of a payment you are receiving from the Teacher Retirement System of Texas ("TRS"), a governmental 401(a) pension plan, is eligible to be rolled over to an IRA or an employer plan. This notice is intended to help you decide whether to do such a rollover. **IF YOU RECEIVE OR ACCESS THIS NOTICE ELECTRONICALLY, YOU MAY REQUEST A PAPER COPY OF THIS NOTICE FROM TRS AT NO CHARGE TO YOU.**

Rules that apply to most payments from a retirement plan are described in the "General Information About Rollovers" section. Special rules that only apply in certain circumstances are described in the "Special Rules and Options" section.

GENERAL INFORMATION ABOUT ROLLOVERS

How can a rollover affect my taxes?

You will be taxed on a payment from TRS if you do not roll it over. If you are under age 59½ and do not do a rollover, you will also have to pay a 10% additional income tax on early distributions (unless an exception applies, as determined under federal tax laws by the IRS).

If you do a rollover to a traditional IRA or an eligible employer plan, you will not have to pay tax until you receive payments later from the IRA or plan, and the 10% additional income tax will not apply if those payments are made after you are age 59½ (or if an exception applies).

If you do a rollover to a Roth IRA, you will be taxed on the amount rolled over (reduced by any after-tax amount). However, if you are under age 59½ at the time of the rollover, the 10% additional income tax will not apply. See the section below titled "If you roll over your payment to a Roth IRA" for more details.

Where may I roll over the payment?

You may roll over the payment to either an IRA (an individual retirement account or individual retirement annuity) or an employer plan (a tax-qualified section 401(a) plan, section 403(b) plan, or governmental section 457(b) deferred compensation plan) that will accept the rollover. The rules of the IRA or employer plan that holds the rollover will determine your investment options, fees, and rights to payment of the rolled over amount in the future. Further, the amount rolled over will become subject to the tax rules that apply to the IRA or employer plan.

How do I do a rollover?

Other Special Rules

If a payment is one in a series or payments for less than 10 years, your choice whether to make a direct rollover will apply to all later payments in the series (unless you make a different choice for later payments).

If your payments for the year are less than \$200, TRS is not required to allow you to do a direct rollover and is not required to withhold for federal income taxes. However, you may do a 60-day rollover.

You may have special rollover rights if you recently served in the U.S. Armed Forces. For more information, see IRS Publication 3, Armed Forces' Tax Guide.

NOTICE PERIOD

Generally, payment cannot be made from TRS until at least 30 days after you receive this notice. Thus, you have at least 30 days to consider whether or not to have your payment rolled over. If you do not wish to wait until this 30-day notice period ends before your election is processed, you may waive the notice period by making an affirmative election indicating whether or not you wish to make a direct rollover. Your payment will then be processed in accordance with your election as soon as practical after it is received by TRS.