

**Tennessee Consolidated Retirement System (TCRS) – Retirement Checklist
4-5 months prior to retirement**

Apply for Retirement [MyTCRS](#) ([Online Retirement Application](#))

- Complete TCRS retirement application – must be done online

Contact retirement company or financial advisor to coordinate your distributions

- 401k, 457 – Empower Retirement 800-922-7772
- 403b (VOYA – 866-776-6704, TIAA – 800-842-2252)

Continuing Health Insurance at Retirement – hired before 7/1/2015 (under 65 years old)

NOTE: Must have 10 years of creditable service

For forms: retirement@tennessee.edu or <https://payroll.tennessee.edu/retirement/how-to-guide/>

- Application to Continue Insurance at Retirement

Continuing Medicare Supplement & Dental – hired before 7/1/2015 (65 years or older)

NOTE: Must be Medicare eligible to qualify for the TN Plan

- Application to Continue Insurance at Retirement
- Copy of Medicare A & B cards (when received)
- TN State Health Insurance Program (SHIP) – Medicare Info & Counseling – 877-801-0044
- Apply for Medicare 2 months prior to retirement <https://www.ssa.gov/medicare/sign-up>
- Contact the retirement office to complete the [Request for Employment Information CMS-L564 form](#) This form qualifies your late enrollment into Medicare without a penalty

Additional Forms and Other Information

- Email Account Retention – If the requirements are met, you may complete the [Email Retention Form](#) and return it to retirement@tennessee.edu
- Conversion of life insurance – contact Securian Financial at 866-881-0361 within 30 days
- [Temporary Employment Report Form](#) (if returning to work as a retiree)

Contact the Retirement Office at retirement@tennessee.edu or visit <https://payroll.tennessee.edu/retirement/> if you have any questions