

WILLIAMSON COUNTY GOVERNMENT: RETIREMENT... HOW, WHEN, & WHAT TO DO

An estimate of an employee's benefit should be obtained by the employee from Tennessee Consolidated Retirement System (TCRS) approximately 4-6 months before the employee's retirement date. This estimate may be requested by contacting Member Services with TCRS directly at 1-800-922-7772. An estimated retirement date and beneficiary's birth date will need to be provided when requesting the benefit estimate. TCRS now needs a minimum of 30 to 90 days to process an estimate of retirement benefits. Estimates will then be mailed to the employee's mailing address on file with TCRS.

Please note, employees should make an appointment with the WCG Retirement Specialist, Stephanie Binkley, in the Payroll Department at least 90 consecutive days in advance of their retirement date to discuss the retirement process and complete the on-line retirement application. If an employee does not complete the necessary paperwork, via on-line, 90 days before their retirement date, the employee's payable retirement benefits may be delayed because of the length of time it takes to process applications. Any employee filling out the on-line retirement application should notify their department head of their planned retirement date. Appointments can be scheduled by calling (615)-790-5880 or by emailing her at stephanie.binkley@williamsoncounty-tn.gov.

Most retirement appointments take 30 minutes to 45 minutes. When wanting to complete the on-line retirement application during the appointment, employees should bring a voided check (or checking account information such as routing number and account number), proof of their date of birth and proof of their beneficiary's date of birth such as a driver's license, birth certificate, or passport.

As noted above, for more detailed information, please contact Retirement Specialist, Stephanie Binkley, in the Payroll Department by telephone at 615-790-5880 or by email at stephanie.binkley@williamsoncounty-tn.gov.