



# Preparing to Submit a TCRS Retirement Application

A step-by-step guide for TCRS members



A program of the  
**Tennessee Department of Treasury**  
David H. Lillard, Jr., Treasurer

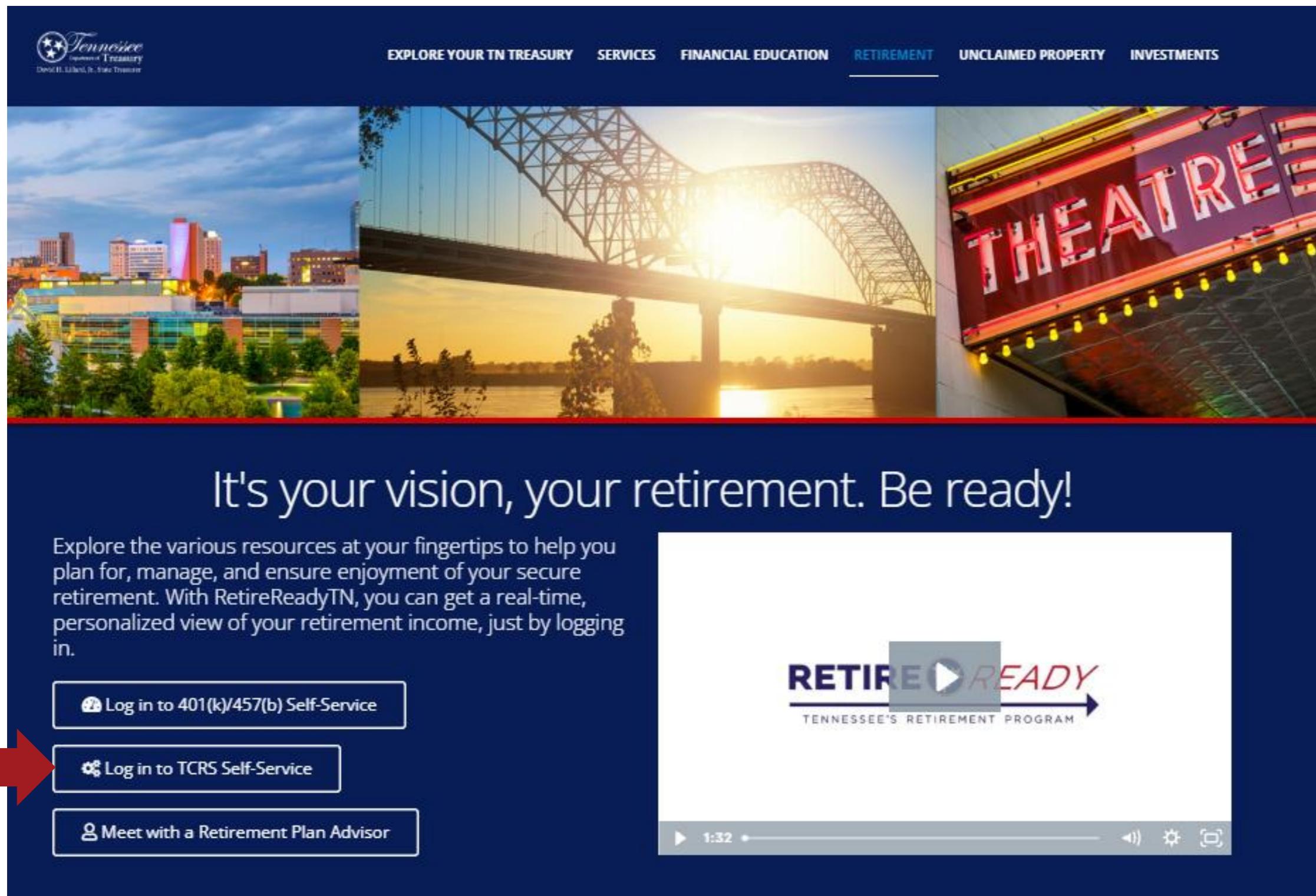
## ► Before getting started

- **Review the Retirement Checklist:** Available on the Forms and Guides Page at [RetireReadyTN.gov](http://RetireReadyTN.gov)
- **Meet with a RetireReadyTN Plan Advisor:** Schedule a counseling appointment and request a benefit estimate by calling 800-922-7772
- **Notify your employer** (if currently employed by a TCRS-covered entity)
  - Confirm your last paid date of employment with your Agency Benefits Coordinator
  - If planning to “run out” annual leave, your last paid date will be the final day of your annual leave, not the last physical or online workday
- **Submit your retirement application timely:** To avoid processing delays, prepare to submit your retirement application 60-90 days prior to your intended retirement date.
- **If you've separated from service, submit your TCRS Retirement Application within 150 days of becoming eligible. TCRS can only pay benefits retroactively up to 150 days from the application receipt date. Apply as soon as you're eligible to avoid losing benefits.**

## ► Information needed to complete your retirement application

- **Benefit payment selection:** An estimate of the monthly benefit amount payable under each option will be detailed on your TCRS Benefit Estimate. These amounts are subject to final verification by TCRS.
- **Retirement Date:** if you are currently working for a TCRS-covered employer, this is the day after your last paid date of employment
- **Bank account information:** for establishing your direct deposit
- **Desired tax withholdings**
- **Identification for you and your beneficiary(s)** (e.g. Driver's License or Birth Certificate)

# ► Log in to TCRS Self-Service at RetireReadyTN.gov



If you have never registered your account, click the “Need to register?” link

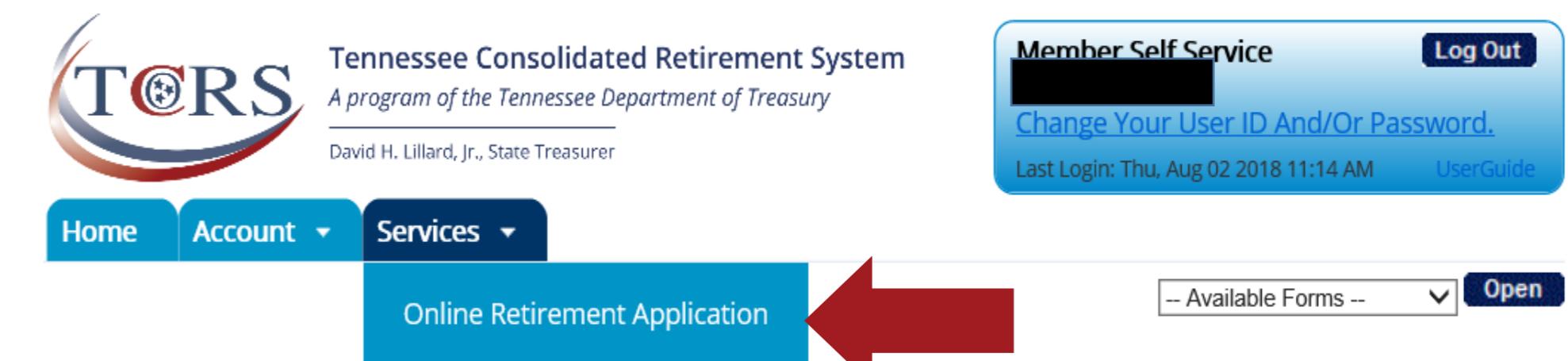
# ► Review Contact and Beneficiary Information

- **Review and Update Information:** From the “Account” dropdown menu, you can review and update your Contact Information and Beneficiary Designation(s) before starting the Online Retirement Application
- **Contact Information Reminder:** Email and Phone Number are required fields
- **Beneficiary Selection Reminder:** If you have designated multiple beneficiaries and plan to select a Survivorship Option, all designated beneficiaries will receive the same percentage of any survivorship benefit

The screenshot shows the TCRS Member Self Service portal. At the top right, there are links for 'Member Self Service', 'Log Out', 'Change Your User ID And/Or Password', 'Last Login: Mon, Jun 29 2020 2:34 PM', and 'UserGuide'. The main content area has a 'Welcome' message: 'Welcome to the Tennessee Consolidated Retirement System (TCRS). With secure online access to your TCRS retirement account, you can review information regarding your participation and make account information in real time. You can update contact beneficiary(s), and apply for retirement benefits online. This is just one more way the Tennessee Department of Treasury strives to'. Below this is a 'Contact' section with a red arrow pointing to the 'View/Change Beneficiary' link. To the right, there are links for 'Online Retirement Application' and 'Available Forms'.

# ► Online Retirement Application

- Once you've confirmed your contact information and beneficiary designation(s) are up-to-date, you're ready to apply for retirement!



Welcome to the self-service portal of the Tennessee Consolidated Retirement System (TCRS). Self-Service keeps you connected with secure online access to your TCRS retirement account.

Utilizing Self-Service will allow you to review information regarding your participation and make important changes to your TCRS account information in real time. You can update contact information, view and change your beneficiaries, and apply for retirement benefits online. This portal was developed for you as one more way the Tennessee Department of Treasury strives to serve you better.

## [Contact Information](#)

You can view and update your current contact information, including mailing address, email address and phone number.

## [Online Retirement Application](#)

Apply for Retirement online and view the current status of your application.

# ► Confirm Contact Information

## Review your Contact Information:

- Once in the Online Retirement Application, double check once more that your contact information and beneficiary details are correct

### Contact Information

Your current home phone number on file is:

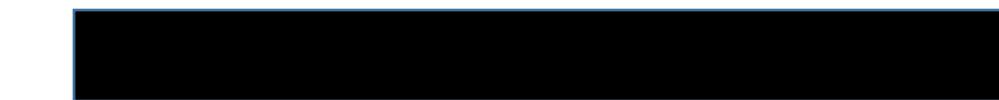
Your current work phone number on file is:

Your current cell phone number on file is:

Your current International phone number on file is:

Your current fax number on file is:

Your current email address on file is:



Contact Information must include at least one phone number (Home, Cell or International).

If you need to update Contact Information, please click [here](#).

**Note:** To update your information, you will leave the retirement application and will need to restart upon returning. Once you have completed your changes, please select "Online Retirement Application" from the "Services" tab located in the top left-hand corner of your screen.

# ► Retirement Information – Retirement Date Selection

## Select your retirement date:

- **First Eligible:** Earliest retirement date based on retirement eligibility and application date. The system will display a default retirement date corresponding to the first date of the next month until an employer certification is received (if required). This option is best for inactive members no longer employed by a TCRS-covered entity.
- **55th Birthday:** Early retirement age for Legacy Plan members.
- **60th Birthday:** Service retirement age for Legacy Plan members.
- **65th Birthday:** Service retirement age for Hybrid Plan members.
- **Other:** Allows members meeting service requirements to select a specific retirement date. This option is preferred for active members.

Online Retirement Application

Confirm Information      Retirement Information      EFT and Tax Information      Confirmation

Please complete the Retirement Information section below with your date of retirement and benefit option selection.

If you have not done so, consider scheduling a retirement counseling appointment and requesting a benefit estimate to better understand your options and determine which selection best fits your financial needs. To schedule an appointment or request a benefit estimate, please call 800-922-7772.

**Retirement Information**

**Note:** Retirement Date must be within 150 days before or after the date the application is submitted to TCRS.

**Retirement Date:** \*Select one from the list below.

To review the definitions for each selection, Click on the  button

**Retirement Date Selection**

First Eligible Date  
 55<sup>th</sup> Birthday  
 60<sup>th</sup> Birthday  
 65<sup>th</sup> Birthday  
 Other

If you've separated from service, submit your TCRS Retirement Application within 150 days of becoming eligible. TCRS can only pay benefits retroactively up to 150 days from the application receipt date. Apply as soon as you're eligible to avoid losing benefits.

# ► Retirement Information – Retirement Option

## Select your Retirement Option:

- **Single Life Annuities:** TCRS offers two Single Life Annuity Options that provide a monthly benefit ceasing at your death. With either of these options, any remaining balance of accumulated member contributions and interest will be paid to the surviving designated beneficiary(s) in a lump sum in the event of your death.
- **Joint and Survivor Plans:** TCRS offers six types of Joint and Survivor Plans. The age of the member and the age of his or her beneficiary(s) determine the amount received under each option. If you selected a survivorship option and at least one of the beneficiaries is not your spouse, the payment options may be limited based on the age difference between you and the beneficiary.
- A TCRS benefit estimate will provide an estimate of the monthly benefit amount payable under each option.

**Online Retirement Application**

Confirm Information      Retirement Information      EFT and Tax Information      Confirmation

Please complete the Retirement Information section below with your date of retirement and benefit option selection. If you have not done so, consider scheduling a retirement counseling appointment and requesting a benefit estimate to better understand your options and determine which selection best fits your financial needs. To schedule an appointment or request a benefit estimate, please call 800-922-7772.

**Retirement Information**

**Note:** Retirement Date must be within 150 days before or after the date the application is submitted to TCRS.

**Retirement Date:** \*Select one from the list below.  
To review the definitions for each selection, Click on the [i](#) button

**Retirement Date Selection**

First Eligible Date  
 55<sup>th</sup> Birthday  
 60<sup>th</sup> Birthday  
 65<sup>th</sup> Birthday  
 Other

**\* Title of Position with Last Employer:**

**\* Please select a Retirement Option:**

**Single Life Annuity Options:** Options offered to the member upon retirement that will provide a monthly benefit ceasing at the member's death. With either of these options, any remaining balance of accumulated contributions and interest will be paid to the surviving designated beneficiary(s) in a lump sum in the event of your death. TCRS offers two Single Life Annuity Options:

**Member Only Option:** A maximum monthly benefit payable for the member's lifetime with all benefits ceasing at the member's death.

**Social Security Leveling Option:** A member may convert his or her monthly retirement benefit into an increased benefit payable prior to the date the member attains age 62 and is eligible to draw Social Security Benefits. The increase in the benefit is a portion of the amount the member would be eligible to receive from Social Security at age 62. The monthly benefit would then be reduced at age 62 for the remainder of the member's life, ceasing at death. The reduction would be equal to the full amount the member is eligible to receive from Social Security at age 62. This retirement plan requires a benefit estimate from the Social Security Administration that has been done within a year of your date of retirement from TCRS.

**Social Security**   
estimate required

# ► Direct Deposit (EFT) Information

**Tell us how you want to receive your monthly payment:**

- Enter the account information for the bank or savings account where you would like your monthly benefit payment deposited
- Click to validate the Bank Routing # and Bank Account before proceeding to the next page

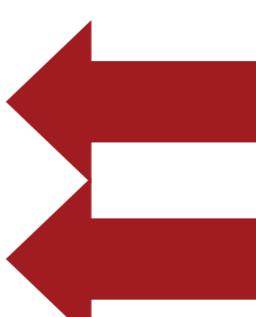
**EFT Information**

You are allowed up to 3 Bank Accounts.

**Primary Account**

Account Type:	<input type="text" value="Select"/>	<input type="button" value="Validate Bank Routing #"/>
Routing Number:	<input type="text"/>	<input type="button" value="Validate Bank Account"/>
Bank Account Number:	<input type="text"/>	
Re-enter Bank Account Number:	<input type="text"/>	

If you want to add optional accounts, please click here: [Add secondary account](#)



# ► Tax Withholding Information

## Enter your tax withholding:

- Select your desired tax withholdings from the 3 options provided
- Your tax withholdings can be updated at any time in the future via TCRS Self-Service

**Tax Withholding Information**

Additional information and instructions for the W-4P form can be reviewed on the IRS website found by clicking [here](#).

If you would prefer to mail in a paper copy, you can follow the link above to the IRS website and print the W-4P or you can call 1-800-922-7772 and a blank form will be sent to you. The tax option you choose below will remain in effect until the completed form is returned.

Tax withholding elections can be updated at any time in the Self Service under Tax Information Option or with a completed paper form.

Please enter only one of the following options:

**Tax Option 1 - Default Tax Withholding of Single with Zero Adjustments**

You do not wish to complete this section and understand you will be defaulted to the tax withholding status of Single with zero adjustments.

If this option is selected, Select the **Next** button to go to the confirmation screen to review your information and to complete Step 5 for completion of form.

OR

**Tax Option 2 - No Taxes Withheld**

If this option is selected, Select the **Next** button to go to the confirmation screen to review your information and to complete Step 5 for completion of form.

OR

**Tax Option 3 - Taxes Withheld**

# ► Confirmation

## Confirm your selections and submit:

- A confirmation screen will display a summary of your selections
- Verify the accuracy of the information then check the two acknowledgement boxes before submitting your retirement application
- After the application has been submitted, you have the option to print a copy of the retirement application. This will be the only opportunity to print a copy of the application for your records.

**Tax Withholding Information**

<b>Filing Status:</b>	Federal - Married
<b>Allowances:</b>	1
<b>Additional Withholdings:</b>	

Under the penalties of perjury, I attest that as of the date of this application for retirement benefits, I am either a United States citizen or qualified alien as defined in T.C.A. §4-58-101, et seq. I acknowledge and understand that should I knowingly and willfully make a false, fictitious, or fraudulent statement or representation relative to my citizenship or immigration status, or conspire to defraud the state by securing a false claim allowed or paid to another person, I shall be liable under either The Tennessee Medicaid False Claims Act pursuant to T.C.A. §71-5-181-§71-5-185 or The False Claims Act pursuant to T.C.A. §4-18-101- §4-18-108 and may have a criminal action brought against me alleging a violation of 18 U.S.C. §911, which provides that whoever falsely and willfully represents himself to be a citizen of the United States shall be fined under Title 18 of the United States Code or imprisoned not more than three (3) years, or both.

By checking both boxes and selecting "Submit", you are officially submitting your retirement application to the Tennessee Consolidated Retirement System for processing and you acknowledge that you have carefully completed and truthfully answered all questions contained herein to the best of your knowledge and belief. You further certify that you understand that if you obtain employment with an agency covered by the Tennessee Consolidated System subsequent to retirement, you are required to notify the Tennessee Consolidated Retirement System and your benefit may be suspended, except as provided by T.C.A. Title 8, Chapters 34-37.

**Back** **Submit**

# ► Application Status

## Online Retirement Application

Status of your retirement Application:

Submitted

Employer Certification

In Process

Approved

Your application was submitted successfully on Tuesday, July 07, 2020 03:53 PM , you may periodically log into Self-Service for a real time update on the status of your application.

In order for TCRS to efficiently process your application, additional documentation is needed. Complete lists of acceptable documentation are available by expanding the plus(+) sign beside the appropriate section below.

You can submit the required documentation using one of the following methods (note: your application will not be processed until this information is received):

- i. Upload documents (instructions below)
- ii. Email documents (contact info at the bottom of the page)
- iii. Mail documents (contact info at the bottom of the page)

**If you are a United States citizen and are applying for retirement benefits from TCRS through submission of this application, you must provide one (1) of the following:**

**Check the status of your application anytime:**

- You can view your retirement application status and upload supporting documents (see next page) at any time by selecting Online Retirement Application on the homepage of TCRS Self-Service
- Retirement applications, received in good order, can take up to 90 days to process during peak times.
- TCRS benefit payments are issued on the last business of the month.

# ► Document Upload

## Upload Supporting Documents:

- **Identity verification:** Legal documents such as a driver's license or birth certificate must be submitted before your retirement application can be processed
- **Easy document upload:** After submitting your retirement application online, an "Upload Documents" box will appear for convenient submission
- **Reference list available:** A complete list of acceptable documents is provided for your review
- **Mailing documents:** If you choose to mail documents, please note that they will not be returned

**Upload Documents**

Select the document type you want to upload:

FileName:

**Documents**

**Note:** No changes can be made after submitting documents to TCRS. Add up to 3 files at a time, total limit of 10 MB for all. The following file types can be accepted: .txt, .doc, .docx, .xls, .xlsx, .pdf, .jpg, .jpeg, .tiff, .bmp, .png, .gif

To make changes to your retirement application, you will need to cancel the application and resubmit. You can do this by clicking [here](#)

## ► Need help?



**RetireReadyTN.gov**

**800-922-7772**



Monday - Friday from  
8 a.m. - 7 p.m. Central time



**TCRS.CustomerSupport@tn.gov**