


Online Retirement Application Process



Thank you for applying for retirement online! To begin: 1) open Internet Explorer and go to www.TRSGA.com; 2) click on the Account Login button on the top of your screen; 3) click on the Active Member link; 4) enter your User ID and Password and click the Login button; and 5) click on the Apply for Retirement tab. You are now ready to begin the retirement application process. Should you require assistance, online help  is available throughout the process.

To complete the application, please have the following items and information readily available:

- **Your Information:** name, address, daytime phone number, SSN, date of birth, copy of official ID (driver's license, passport, birth certificate, immigration papers, or a state issued ID).
- **Your Primary and Secondary Beneficiary's Information** (you must choose at least one of each): name, address, SSN, date of birth, copy of official ID (see list above).
- **Copy of Your Resident Alien Card** (if applicable)
- **Direct Deposit Information:** checking or savings account and routing numbers.
- **Benefit Estimate:** you may use this as a reference to help you choose your monthly retirement benefit option and your PLOP payment (if applicable).
- **PLOP Rollover** (if applicable): name, address, and phone number for rollover institution, type of rollover plan, and your rollover account number.
- **Tax Withholding Amounts:** federal and state for monthly benefit payment, and PLOP if taking a lump-sum cash distribution.

If you are unable to complete and submit your application at this time, you may log back into your account and continue at a later date. Please note that your online application will only remain active for 45 days. After 45 days, your application is void and you must begin the process again.