Apply for Retirement Online!

To access the online retirement application:

1) Open your preferred internet browser and go to www.TRSGA.com; 2) click on the Account Login button on the top of the screen; 3) click on the Active Member link; 4) enter the employee's User ID and Password and click the Login button; and 5) click on the Apply for Retirement tab. He/she is now ready to begin the retirement application process. Should the employee require assistance, online help ❓ is available throughout the process.

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

➔ **Personal 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).

➔ **Primary and Secondary Beneficiary's Information** (the employee must choose at least one of each): name, address, SSN, date of birth, copy of official ID (see list above).

➔ **Copy of Resident Alien Card or Permanent Resident Card** (to be mailed with the Affidavit of Residency if applicable).

➔ **Direct Deposit Information:** checking or savings account and routing numbers.

➔ **Benefit Estimate:** May use this as a reference to help the employee choose their monthly retirement benefit option and their PLOP payment (if applicable).

➔ **PLOP Rollover** (if applicable): name, address, and phone number for rollover institution, type of rollover plan, and rollover account number.

➔ **Tax Withholding Amounts:** federal and state for monthly benefit payment, and PLOP if taking a lump-sum cash distribution.

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