

## **SUBMITTING YOUR MSCS INTENT TO RETIRE**

### **(EMPLOYEE PORTAL)**

*Instructions for Active employees ready to retire*

- Step 1: Log into the Employee Portal
- Step 2: Locate required Benefits retirement documents by clicking on “Documents/Links”. Print, complete, and scan the following:
- Retirement Notification (must be signed by supervisor)
  - Retiree Health Enrollment Form (if eligible)
  - Basic Life Insurance Option Form (if eligible)
  - Basic Life Insurance Beneficiary Form (if eligible)
- \*\*\* Please contact MSCS Benefits at 901-416-5344 to confirm your eligibility for health and basic life insurance at retirement. \*\*\*
- Step 3: Click ‘Resignation/Retirement’
- Step 4: Select “Retirement”
- Step 5: Enter your Separation Date and Separation Reason
- Individuals who are applying for Disability Retirement, must contact MSCS Benefits via email at [benefits@scsk12.org](mailto:benefits@scsk12.org) or by phone at 901-416-5344.
- Step 6: Under “Attachments”, click on Select to attach your completed Benefits retirement documents
- **Please read if documents are not complete:** If your documents are not completed when you start your retirement intent submission, click on *Save, I’m not finished* to return once documents are ready to be attached.
- Step 7: Click on “Submit” to complete your online intent
- Step 8: After you submit your intent, you will receive an email notification

***Please note: You will not be able to complete the required documents online. They must be printed, completed, scanned as a PDF, and attached to your intent.***

## **SUBMITTING YOUR TCRS**

### **RETIREMENT APPLICATION ONLINE**

**In order to complete the retirement process, you must log into Tennessee Consolidated Retirement System (TCRS) and submit your electronic retirement application (within 5-7 days from submitting your intent to retire).**

- Step 1: Log into <https://mytcrs.tn.gov> and select “Online Retirement” from the Service menu
- Step 2: Member verifies their address, beneficiary, and contact information  
Note: To update the address, beneficiary, or contact information the member will be redirected to a page outside of the application. After changes are saved the member will be returned to the main page to start over.
- Step 3: Member makes a benefit option selection  
*Members are encouraged to schedule a retirement counseling appointment and request a benefit estimate to determine which selection best fits their financial needs by calling 1-800-922-7772.*
- Step 4: Input bank account information for direct deposit
- Step 5: Input tax withholding selection
- Step 6: Review and submit the application

\*\*\*If you need assistance submitting your Online Retirement Application, please contact TCRS at 1-800-922-7772 directly and speak to a representative\*\*\*