Retirement check list:

___ Talk one-to-one with ASRS representative: group meetings are only a beginning and will not address your personal circumstances
   ___ Phone: 520-239-3100
   ___ Address: 4400 E. Broadway, Suite 200
   ___ Map at www.azasrs.gov/web/MapTucson.do

___ Number of years with ASRS
   ___ qualifying dates: age, years with ASRS, points
   ___ significant multiplier dates (20 years, 25 year, and 30 years)

___ Notice of intent to retire: due dates, dates to rescind vary with bargaining unit

___ Bargaining unit: payouts are determined by agreements, not all the same

___ Number of years with District affects payouts

___ Lump sum payout for those on year round pay on last paycheck

___ Severance/vacation/sick leave pay
   ___ For estimate, contact Payroll at 520-225-6150 or email payroll@tusd1.org
   ___ To employee as check

___ Insurance: contact Benefits at 520-225-6144
   ___ COBRA: information mailed to you shortly after you are no longer an active employee
   ___ State insurance: contact ASRS at 520-239-3100
   ___ Medicare, etc.
     ___ Social Security
     ___ Pima Council on Aging

___ Ending Payroll Verification: complete section 1 ONLY and send to HR
   ___ Effective date for retirement – not earlier than day after last day worked
   ___ Will be faxed to ASRS after last check is posted
   ___ ASRS letter: if you get a letter from ASRS dated before the last check is posted and it says they have not received the Ending Payroll Verification, ignore it. If you receive a second letter, e-mail benefits@tusd1.org.
   ___ Estimated monthly checks will be sent before the Ending Payroll Verification is used to calculate “real” check. ASRS will make adjustments

___ Returning to work
   ___ 20/20 rule: contact ASRS 520-239-3100
   ___ Working after first year of retirement had been completed
   ___ Educational Services, Inc. (ESI)
   ___ Working for entity that does not contribute to ASRS

If you have questions or need clarification, contact TUSD Benefits Office at 520-225-6144 or via email at: benefits@tusd1.org