Procedures for Filing for Retirement During COVID-19 and the NYS Pause

Please follow the instructions below on how to file for retirement during the NYS Pause. Check out the UFT Retirement Toolkit for a comprehensive list of forms and useful information at https://www.uft.org/your-benefits/pension/retirement-toolkit.

Filing your TRS retirement application

TRS has updated their website so that members can file for retirement online. To access these online retirement forms and applications, visit www.trsnyc.org and log in to your TRS member portal. Once you have logged in to your secure account, click on the “E-Forms” tab to view the list of forms available to be completed online. Online forms do not need to be notarized.

The online fillable forms also allow you to upload required documentation that TRS might require depending on the type of application you are filing (i.e. birth certificate). Once you have submitted your retirement application online, TRS will contact you by phone to review the application. Once your application has been reviewed and accepted, TRS will mail you a receipt as proof and upload a digital copy of the receipt to the “Correspondence” section in your secure TRS online account.

TRS also allows for applications, forms, and required documentation to be faxed or mailed to them. However, please understand that faxing or mailing may take longer due to TRS’ protocols. If you cannot get your forms notarized, send them without notarization and TRS will contact you to confirm that you authorize these forms to be submitted.

Instructions continued on page 2
Filing your NYC-DOE health benefits application

In-service members can email their NYC retiree health benefits application to the DOE. When you submit your application to DOE, please include your TRS retirement application receipt as well.

The email address for the health benefits form and TRS receipt is HRConnectbenefax@schools.nyc.gov and your email must be sent only from your DOE provided account ending in schools.nyc.gov.

If you are not in-service or cannot send DOE an email, you can fax the application and receipt to DOE at 718-935-5215.

If you are eligible for Medicare, please read, “Filing for Medicare during coronavirus office closures” available on the UFT website in the Retirement Toolkit section.

Submitting your UFT Retired-Teacher Membership, SHIP, and VOTE-COPE cards

You can mail your RTC membership card, SHIP application (and check), and VOTE-COPE card directly to the UFT in the same envelope for processing. If you do not have these cards, you can print them from the UFT website in the Retirement Toolkit section. Once the cards and applications are filled out, mail them to the UFT, Attn: SHIP, 52 Broadway, New York, NY 10004.

Applying for Terminal Leave or Termination Pay

The applications for Terminal Leave (OP40) and Termination Pay (OP44) are available on the UFT website in the Retirement Toolkit section. Once you fill out your portion of the appropriate form, you should email it to your Payroll Secretary and Principal, who will fill out their sections and reply back to you and HR Connect with the completed document for your records.