

# Procedures for Filing for Retirement Online

Please follow the instructions below on how to file for retirement online. 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**

The TRS website allows members to file for retirement online. To access these online retirement forms and applications, visit [www.trsnyc.org](http://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 to 212-918-9253 or mailed to them at 55 Water Street. However, please understand that faxing or mailing may take longer than using the online options available. 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.

## **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.

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## **Filing your NYC-DOE health benefits application**

NYC retiree health benefits applications are filed electronically with the DOE.

Submit your application to DOE along with a copy of your TRS retirement application receipt (this is different than the email confirmation you receive upon submission).

NOTE: If you have transferred time into your pension system and that time is being used toward the number of required years for health benefits also include a copy of your TRS/BERS total service history. TRS members can find that in the Annual Benefits Statement near the bottom on page 1.

### **How to submit:**

**Email:** [HRConnectbenefax@schools.nyc.gov](mailto:HRConnectbenefax@schools.nyc.gov) (using a non-DOE email address)

**Fax:** (718) 935-5215 (please provide a non-DOE email address on the cover sheet)

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 (including check, payable to SHIP, and marriage license/domestic partnership papers), 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 <https://www.uft.org/your-benefits/pension/retirement-toolkit>

Return completed applications by mail to:

UFT, Attn: SHIP  
52 Broadway, 17<sup>th</sup> floor  
New York, NY 10004

**PLEASE DO NOT SEND RETURN RECEIPT REQUESTED.**