


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.