

HOW TO

Request a Refund of Your TRS Contributions



KEY INFORMATION

- Partial withdrawals and loans against your TRS account **are not allowed**. The entire balance must be withdrawn.
- **You must resign** from all TRS-covered employers, including non TRS-eligible positions (exception: substitute position).



WAYS TO APPLY

Online:

Request a Refund in MyTRS (electronic, fastest and most convenient way)

Paper Form:

Complete and submit the *Application for Refund* (TRS6) to TRS. If you choose to submit a paper form, it must be notarized.

Remember: You cannot enter into written or oral agreements for work, including applying for a position, with any TRS-covered employer during the refund process or the refund will be canceled.



WHEN TO EXPECT YOUR REFUND

TRS will issue the refund within 31 days after all required forms and documents are received, your employer certifies that you are no longer employed, and your final deposit is reported and posted to your TRS account.

Please note: Depending on when your final check was issued by your employer and final deposit reported to TRS, the processing of your refund could take 45-60 days to process.

Important Note: By refunding your account and ending your membership, you lose your service credit and forfeit any retirement benefits (including retirement health care benefits).

Additionally, individuals who terminate membership but later return to TRS membership may be subject to different retirement eligibility criteria and early-age retirement reductions.