

Retirement

1) Retirement Letter

If you have not already done so, submit your retirement letter to the President, your Dean/Director and Human Resources. You are welcome to submit this via email, but Human Resources must have a **signed copy**.

2) Plan you have chosen:

ORP – Contact your financial representative to set up your retirement distribution.

Valic	Allie King	972-490-1773	Allie.King@aig.com
VOYA	Zera Harris	972-951-3951	zera.harris@voyafa.com
ASpire: Cornerstone			
	Ken Worley	940-687-0700	Kenneth.worley@lpl.com
Edward D. Jones & Co.			
	Ty Coffee	940-553-1845	ty.coffee@edwardjones.com
	Bobby Burrus	940-552-9219	bobby.burrus@edwardjones.com
	Mackenzie Burrus	940-689-2006	Mackenzie.Burrus@edwardjones.com
ISC	Frank Wilson	940-781-6053	fwilson@iscgroup.com

TRS – Contact TRS to request your [Retirement Estimate](#) and Packet.

<http://www.trs.state.tx.us/> or 1-800-223-8778

3) Employer contribution (1.31%)

Contact your financial representative listed above to discuss your options on this account.

4) ERS Insurance

To verify eligibility go to <https://ers.texas.gov/new-employee/insurance-eligibility>.

Request the TRS/ORP Retiree Insurance Enrollment Form from Human Resources.

If you ARE [NOT eligible for Medicare](#) your health coverage and prescription will remain the same.

If you ARE [Eligible for Medicare](#) your health, coverage will change to Humana Medicare Advantage and Silverscript prescription coverage (both still through ERS).

Notice to ORP Retirees: In accordance with the Employee Retirement System interpretation of the insurance statute, ORP participants are required to keep some ORP funds on account to remain eligible to participate in retiree group insurance administered by ERS. ERS has not specified an amount at this time, so that is at the participant's discretion.

5) Medicare

If you are eligible for Medicare, you must contact the Medicare/Social Security office to start this process.

Retirement

6) Final Work Day

Turn in your keys to Michelle White for the Vernon Campus and Ann Schultz for Century City Center. If you have a VC credit card, return that to the Business Office. Anything else that needs to be returned to your supervisor or department will also be done then.

7) Final Pay

You will be paid/pay/owed along with any remaining vacation accrual you have at the end of your retirement month.

I wish you the very best in your retirement and Vernon College appreciates your dedicated service over the years.

Jackie Polk

Director of Human Resources