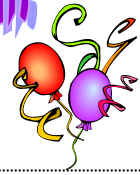


You're retiring from MSZ-Bozeman!



If you are under MPERA:

At LEAST 2 months prior to your retirement date:

- Contact MPERA (1-877-275-7372) requesting retirement packet.

1 month prior to your retirement date:

- Contact HR/Personnel & Payroll for an appointment with a benefits technician to discuss your retiree medical insurance benefits.

If you are under TRS:

6 or more months prior to your retirement date:

- Contact TRS (406-444-3134) and request an estimate of benefits and an application package

You must provide TRS with

1. Your name and home mailing address
2. Your social security number
3. Your current and/or future fiscal year's salary and other compensation such as summer earnings
4. The estimated dollar amount of anticipated termination pay
5. Your date of birth
6. The name, date of birth and relationship of your beneficiary
7. The date of termination or end of contract

3 or more months prior to your retirement date:

- Contact HR/Personnel & Payroll for an appointment with a benefits technician to submit your Option 1 election form (if you have elected Option 1) **and** to discuss your retiree medical insurance benefit options.

60 or more days prior to termination:

- Send your application for retirement along with a copy of your birth certificate and, if you elect an option other than the "Normal Form"
 - A copy of the beneficiary's birth certificate
 - A copy of your resignation letter as submitted to your employer
 - A copy of your final year contract(s)

Also complete the top portion of the termination pay form and forward to Kerri Marx at Personnel and Payroll Services.

If you are under TIAA/CREF:

AT LEAST 2 months prior to retirement:

- Contact TIAA/CREF (1-800-842-2009).

1 month prior to your retirement date:

- Contact HR/Personnel & Payroll for an appointment with a benefits technician to discuss your retiree medical insurance benefits.