



Check out HRAccess at: <https://hraccess.tsa.dhs.gov>
Email: helpdesk@tsa-hraccess.com



Phone: 1.877.TSA.7990 (1.877.872.7990)
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HRAccess Memo

March 2015

Retirement Processing Tips for Employees

Follow these steps to stay on track during your retirement process! For additional information, read *Now That You've Decided To Retire – What's Next?*

Step 1: Complete the appropriate retirement form.

- Federal Employees Retirement System (FERS): [SF 3107](#), *Application for Immediate Retirement*
- Civil Service Retirement System (CSRS): [SF 2801](#), *Application for Immediate Retirement*

Step 2: Print and complete the applicable checklist below and attach it to the top of your retirement application package:

- [FERS Retirement Application Checklist](#)
- [CSRS Retirement Application Checklist](#)

Step 3: At least 90 days before retiring, mail (no faxes or emails accepted) your completed retirement application package with original signatures to:

TSA HRAccess Shared Service Center | ATTN: Retirement Team | 2650 Park Tower Drive, Suite 200 | Vienna, VA 22180-7300

A complete and accurate retirement application package must include:

- The retirement application ([SF 3107](#) or [SF 2801](#))
- Original [SF 2818](#), *Continuation of Life Insurance Coverage As an Annuitant or Compensation* – if applicable
- Original [W-4P](#), *Withholding Certificate for Pension or Annuity Payments* – if applicable
- Copy of marriage certificate or license – if applicable
- Copy of DD 214 Member 4 copy, *Certificate of Release or Discharge from Active Duty* – if applicable

Step 4: Notify your HR Specialist or Business Management Office that you are retiring so your exit clearance can be submitted.

Step 5: Do not work past the retirement date you provide on the SF 3107 or SF 2801; it is the date you will be separated from TSA. If you want to change your retirement date, you must notify your HRAccess Benefits Specialist in writing via fax or email prior to the date on the SF 3107 or SF 2801.

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If you would like further assistance, please contact the HRAccess Help Desk at 1-877-872-7990 or helpdesk@mailserver-hraccess.tsa.dhs.gov.