



REQUESTING A RETIREMENT ESTIMATE

A retirement estimate is an approximation of the benefits you may expect to receive during retirement. Below are the steps you should follow for requesting a retirement estimate from the TSA HRAccess Shared Service Center.

1. Submit a Retirement Estimate Form to the TSA HRAccess Shared Service Center. To obtain a Retirement Estimate Form:
 - Go to <https://hraccess.tsa.dhs.gov>
 - Under “Employee Information,” click on “HR Resources for TSA Employees”
 - Click on “Retirement Factsheets”
 - Click on “Retirement Estimate Form”

You may also call the TSA HRAccess Help Desk at 1-877-872-7990.

For a basic calculation (excludes calculations for deposits and redeposit) of your retirement estimate, you may also use the Federal Retirement Benefits[©] Calculator. This free online tool allows you to review multiple retirement estimates/scenarios based on different assumptions. This tool is available online at <https://hraccess.tsa.dhs.gov/Retirement/>.

2. Upon receipt of your Retirement Estimate Form, a Retirement Specialist at the TSA HRAccess Shared Service Center will process your request as follows:
 - Review your Electronic Official Personnel File (eOPF).
 - Determine if you have periods of civilian service that would require a deposit.
 - If you had a break in Federal service, the Retirement Specialist will need to request records from the Office of Personnel Management (OPM) to determine if you owe a redeposit.
 - Determine if you have creditable sick leave.
 - Determine if you have periods of military service that would require a deposit.
 - Determine your high-three average salary.
 - Prepare an automated retirement estimate.
 - Send your retirement estimate, which includes your total service history, to your home or email address.
3. Please allow 3 – 4 weeks to receive your retirement estimate. When you receive your estimate, review your service history to ensure you received credit for all eligible service. If you have any questions concerning your estimate contact the TSA HRAccess Help Desk at 1-877-872-7990.



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4. The following table provides the forms that are required for a Voluntary or Disability Retirement. If you wish to apply for retirement, please refer to the appropriate forms depending on whether you are covered by FERS or CSRS/CSRS Offset and the type of retirement for which you wish to apply. If you wish to apply for a Voluntary Retirement, you are encouraged to complete and mail your retirement application forms to the TSA HR Access Shared Service Center approximately 60 days prior to your proposed retirement date.

Retirement Type	Retirement Packet Forms & Online Location
Voluntary Retirement (FERS)	<ul style="list-style-type: none"> • SF 3107, <i>FERS Application for Immediate Retirement</i> (http://www.opm.gov/forms/pdf_fill/sf3107.pdf) • SF 2818, <i>Continuation of Life Insurance Coverage as an Annuitant or Compensationer</i> (http://www.opm.gov/forms/pdf_fill/SF2818.pdf) <i>(This form needs to be completed if you currently are enrolled in the Federal Employees' Group Life Insurance (FEGLI) Program.)</i> • W-4P <i>Withholding Certificate for Pension or Annuity Payments</i> (http://www.irs.gov/pub/irs-pdf/fw4p.pdf)
Voluntary Retirement (CSRS)	<ul style="list-style-type: none"> • SF 2801, <i>Application for Immediate Retirement (CSRS)</i> (http://www.opm.gov/forms/pdf_fill/SF2801.pdf) • SF 2818, <i>Continuation of Life Insurance Coverage as an Annuitant or Compensationer</i> (http://www.opm.gov/forms/pdf_fill/SF2818.pdf) <i>(This form needs to be completed if you currently are enrolled in the Federal Employees' Group Life Insurance (FEGLI) Program.)</i> • W-4P <i>Withholding Certificate for Pension or Annuity Payments</i> (http://www.irs.gov/pub/irs-pdf/fw4p.pdf)
Disability Retirement (FERS)	<ul style="list-style-type: none"> • SF 3107, <i>FERS Application for Immediate Retirement</i> (http://www.opm.gov/forms/pdf_fill/sf3107.pdf) • SF-3112, <i>Documentation in Support of Disability Retirement Application</i> (http://www.opm.gov/forms/pdf_fill/sf3112.pdf) • SF 2818, <i>Continuation of Life Insurance Coverage as an Annuitant or Compensationer</i> (http://www.opm.gov/forms/pdf_fill/SF2818.pdf) <i>(This form needs to be completed if you currently are enrolled in the Federal Employees' Group Life Insurance (FEGLI) Program.)</i> • W-4P <i>Withholding Certificate for Pension or Annuity Payments</i> (http://www.irs.gov/pub/irs-pdf/fw4p.pdf) <p>For details about applying for FERS Disability Retirement:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Go to https://hraccess.tsa.dhs.gov <input type="checkbox"/> Click on “HR Resources for TSA Employees” <input type="checkbox"/> Click on “Retirement Fact Sheets” <p>Click on “Disability Retirement – Forms to Complete,” “Disability Retirement – Tips” and “Disability Retirement – Checklist”</p>
Disability Retirement (CSRS)	<ul style="list-style-type: none"> • SF 2801, <i>Application for Immediate Retirement (CSRS)</i> (http://www.opm.gov/forms/pdf_fill/SF2801.pdf) • SF-3112, <i>Documentation in Support of Disability Retirement Application</i> (http://www.opm.gov/forms/pdf_fill/sf3112.pdf) • SF 2818, <i>Continuation of Life Insurance Coverage as an Annuitant or Compensationer</i> (http://www.opm.gov/forms/pdf_fill/SF2818.pdf) <i>(This form needs to be completed if you currently are enrolled in the Federal Employees' Group Life Insurance (FEGLI) Program.)</i> • W-4P <i>Withholding Certificate for Pension or Annuity Payments</i> (http://www.irs.gov/pub/irs-pdf/fw4p.pdf)

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Important Note:

To continue health and life insurance coverage into retirement, you must have been covered by the Federal Employees Health Benefits (FEHB) and the Federal Employees' Group Life Insurance (FGLI) programs for the five years immediately preceding your retirement or for all service since you first became eligible to participate.