

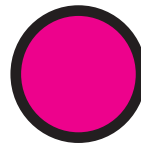
**SUBMIT APPLICATION**

You must submit an application to TRA in order to collect your pension.

You can submit your application:

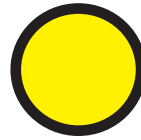
- Online in your MyTRA portal
- By mail with a paper application

We recommend you apply **AT LEAST** 3-4 months prior to your last day of employment.



**CONFIRMATION LETTER**

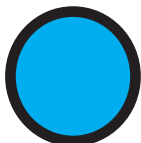
TRA will send an application confirmation letter approximately 4-6 weeks after we receive your application. The letter will outline outstanding items or missing information we need to complete the processing of your application.



**BREAK IN SERVICE**

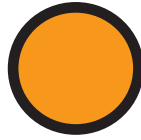
You must have a break in service and terminate all TRA-covered employment prior to your benefit effective date. Once that break in service is established, you may then return to any other TRA-covered employment following your benefit effective date.

Your TRA Retirement application **MUST** be submitted **BEFORE** you return to work or your benefit effective date will be delayed.



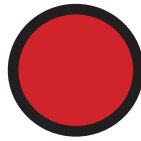
**CONFIRMATION LETTER**

You will receive a confirmation letter approximately one week prior to your first payment. It will show your gross pay, taxes withheld, and net pay.



**FIRST PAYMENT**

Payments directly deposited or mailed on the first working day of the month



**NO MORE CHANGES**

All changes must be made prior to your third payment being issued.

Until the third payment you can:

- cancel your application
- change your plan
- change your acceleration
- change your survivor