



Greenville County Schools (GCS)
Notice of Intent to Retire from GCS: End TERI Program

This form must be received by the Insurance Services (Benefits) Department before your planned retirement effective date. You may fax your intent form to **864-355-0490** or email to: benefits@greenville.k12.sc.us.

Name (Print): _____ Employee ID #: _____

Position Title: _____ Location: _____

* Last day of TERI retirement (last working day in TERI status): _____

* The last day of work is defined as the last day you expect to be paid **prior to retirement**.

Are you being re-hired as a working retiree? ☐ No ☐ Yes If yes, what is your re-hire date (adjusted hire date): _____

Complete the following and send to Insurance Services (Benefits) Department; or call 355-0960 to schedule an appointment:

- _____ GCS Notice of Intent to Retire from GCS: End TERI form - available from GCS Employee website
- _____ GCS Retirement Benefits Form - available from GCS Employee website
- _____ Notify SCRS at (800) 868-9002 of your intent to end TERI
- _____ SCRS Form 7202 - Withholding Certificate for Monthly Benefit Payments - available from SCRS website www.retirement.sc.gov
- _____ SCRS Form 7204 - Electronic Funds Transfer Authorization - available from SCRS website
- _____ SCRS Form 7500 - TERI Payout Election - available from SCRS website
- _____ Supervisor completes GCS Termination and Recommendation for Hire (if rehired) forms; send to HR.

Important Information:
END TERI

- To return to work after you retire, you must have a complete, bona fide severance or termination of employment. After 30 days of retirement (TERI retirement status counts), you may be hired by the District or an employer covered by one of the retirement systems administered by PEBA. For example, employee ends TERI on Friday, has a one day break on Saturday, and is rehired on Monday.
- For working retirees, district salary will be reduced depending on retiree benefit status; 5% if you enroll for retiree benefit status, 10% if benefits are not transferred to retiree status (remain with the District).
- District policy requires 10 or more consecutive years of service (based on most recent hire date) with GCS to be eligible for banked vacation or sick leave pay (see Policies GBQ & GBRK).
- If applicable, accrued and/or banked vacation pay will be processed in a regular paycheck, reported to SCRS, and your monthly retirement benefits recalculated by SCRS.
- Unused sick leave pay will be processed in a regular paycheck
- Additional pay will cause you to be taxed at a higher rate. You may want to consult a tax advisor about your tax withholding status or make Deferred Compensation deduction adjustments. Adjustments to SC Deferred Compensation Plan (401k, 457 Plans) or TSA Consulting Group (403b Plans) must be submitted in advance of your final paycheck processing
- Verify/change your Tax Withholding and GCS mailing address through Lawson ESS

I have completed the above forms and read the **Important Information: END TERI**.

Employee Signature: _____

Supervisor Signature: _____

The sole purpose of this form is to document your intent to retire from Greenville County Schools and to make you aware of the forms that must be completed.

For District Use Only:

Date received by Benefits: _____

Date sent to Payroll/HR: _____

Salary Reduction, 5% or 10%: _____

