

# Retiring soon? You need to apply

## Certified employees

Certified employees who plan to retire at the close of the **2007-08** school year need to contact the Kentucky Teachers' Retirement System for a retirement application. They normally are available by March. Complete the employee portions, then contact the Department of Human Resources at 381-4118 and **schedule an appointment** to complete the employer portions of the application. You will need a copy of your birth certificate, marriage certificate and Social Security card. Other options might require a copy of your beneficiary's birth certificate. A letter of retirement to the superintendent also is required.

**June 1 retirees** - Application are due to KTRS by May 1.

**July 1 retirees** - Application are due to KTRS by June 1.

For salary estimates and retirement applications, contact:

Retirement Counselors  
Kentucky Teachers' Retirement System  
479 Versailles Road  
Frankfort, KY 40601  
(800) 618-1687  
[ktrs.ky.gov](http://ktrs.ky.gov)

## Classified employees

Classified employees who plan to retire at the close of the **2007-08** school year must file a retirement application (Form 6000) with the County Employees Retirement System. The employee then will receive a calculation of salary estimates and other necessary retirement documents. A copy of your birth certificate, last two pay vouchers and a letter of retirement to the superintendent are required.

For a retirement application and to discuss benefits, contact the County Employees Retirement System for an appointment. Once retirement paperwork has been completed with Frankfort, call the Human Resources Department at 381-4118 to set up a retirement exit interview.

For additional information, send inquiries to:

Retirement Counselors  
County Employees Retirement System  
Perimeter Park West

1260 Louisville Road  
Frankfort, KY 40601  
(800) 928-4646  
[www.kyret.com](http://www.kyret.com)