

# **ARE YOU PLANNING TO RETIRE SOON???????**

## **2021 VIRTUAL RETIREMENT MEETINGS**



SCS Benefits will provide information about the following topics at the upcoming retirement meetings:

- ❖ Types of retirement
- ❖ Eligibility Requirements
- ❖ Retirement Application Process
- ❖ Benefits & More.....

Tuesday, April 13, 2021	Microsoft Teams	4:30 p.m.- 6:00 p.m.
Thursday, May 6, 2021	Microsoft Teams	4:30 p.m.- 6:00 p.m.

**Please note that you must register with your SCS email address at [SCS Virtual Retirement Meeting SignUp](#) one day prior to the day of the meeting to attend this virtual presentation.** The presentation will begin promptly at 4:30 p.m. Following the presentation will be a brief question and answer period.

It is not required to attend meetings to submit your retirement paperwork. You must submit your electronic intent to retire on the Employee Portal and submit your completed original paperwork to the Benefits Office via email, mail, or fax (suggested 90 days prior to your retirement date).

SCS Benefits 8:00 a.m.-5:00 p.m.  
160 S. Hollywood Street, Room 108  
Memphis, TN 38112  
Phone: 901-416-5304 (option 2 for Employee Benefits)  
Fax: 901-416-6463  
Email: [benefits@scsk12.org](mailto:benefits@scsk12.org)