

Oklahoma Department of Corrections Retirement Notice for Department of Corrections Teachers



Retirement Date:

Month

Year

Member Information:

Name

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State of Oklahoma Employee ID

Mailing Address (Street, City, State, Zip)

Phone

Date of Birth

Notice:

 **This notice is not an official retirement notice.**
Employee (Teacher) must contact the Oklahoma Teachers' Retirement System (OTRS) in order to retire.

P.O. Box 53524
Oklahoma City, OK 73152-3524
(405) 521-2387
(877) 738-6365

 Employee/Teacher may withdraw his/her intent to retire up to their elected retirement date by contacting OTRS directly. The employee must also contact the central Human Resources Unit in writing notifying the Department of Corrections regarding his/her intent to cancel their election to retire.

Signatures:

Employee

Date

Central Human Resources Retirement Coordinator

Date Received