



Retirement Education Event Information & Order Form

Mail request to: Texas Retired Teachers Association
313 E. 12th Street, Suite 200
Austin, TX 78701-1957

- ◆ The TRTA Office will gladly send you the necessary materials for your event, as well as post the information on the TRTA web site.
- ◆ When contacting TRTA about your event, be sure to have all the necessary information complete and ready so that your requests can be handled properly (including the event's date, location, expected number of participants, etc).
- ◆ In order to process this request, please submit form to TRTA no later than 30 days prior to the event. This will allow TRTA enough time to process your packets and deliver them 2 weeks prior to your retirement education seminar.

Date _____ Number of packets needed _____

Contact Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Local Unit _____ District _____

Do you plan to have a retirement education event... (check one)

As a district with / without TRS

As a local with / without TRS

Date of event _____ Time _____

Name of Building _____

Address _____

City _____ State _____ Zip _____

TRTA Office Use

Date Order Filled _____

By _____