



Selecting ORP Instructions

What Do I Do?

Read "An Overview of TRS and ORP" online at
<http://www.tamus.edu/offices/benefits/retirement/>

Complete ORP Salary Reduction Acknowledgement Form (HR 14) online at
<http://www.tamus.edu/offices/benefits/retirement/>

Complete TRS Forms 28 and 29 online at
http://www.trs.state.tx.us/benefits/forms/form_28.pdf
http://www.trs.state.tx.us/benefits/forms/form_29.pdf

Contact and Select Vendor – List is included online at
<http://www.tamus.edu/offices/benefits/retirement/>

Request and complete vendor application form.

Where Do I Send Selection Forms (HR 12, 14, TRS 28, 29 copy of vendor application)?

The Texas A&M Health Science Center
Office of Finance and Administration
Payroll and HR Services, Mail Stop 1361
200 Technology Way, Suite 2079
College Station, Texas 77845
Fax: (979) 436-0073

When Must I Act?

Forms must be received by Payroll and HR Services within 90 days of your eligibility date.

Caution 1: If you miss your 90-day enrollment deadline, you will not be able to participate in the ORP throughout your career in Texas.

Caution 2: Paycheck(s), issued to you before payroll receives and enters your ORP data, will automatically have a TRS deduction, to be refunded (TRS 29). This refund cannot roll into your ORP account and does not include the state contribution.