Retirement Manager: Request A Withdrawal Certificate
Former HISD Employees

Retirement Manager is the convenient, secure, Web-based access point to manage your HISD retirement plan accounts anytime - anywhere, 24 hours a day, seven days a week. To access Retirement Manager, simply go to: www.myretirementmanager.com.

If you are no longer an active employee with HISD, a certificate is available on Retirement Manager that will show that you have separated from service with the district. If you separated after January 1, 2000, a Separation from Service Certificate can be used for transactions including: withdrawals, exchange, transfers, rollovers, cash annuitizations, or other income options.

Request a Withdrawal:
To begin requesting a certificate, select “Request a Withdrawal” from the left menu on the home page. Please note that the screen shots on this page are examples, and may vary based on your plan.

Select a plan:
To request a withdrawal, first select your retirement plan. Make your selection from the plans that are eligible for a distribution.

Select withdrawal type:
If your HISD Service Status is inactive, an option for a “Severance of Employment” Certificate will appear. Click on the “Severance of Employment” option to proceed to the next step.
Complete your withdrawal request:
Input the amount for your requested withdrawal. You may also check the box for a full disbursement. If you do not see your investment provider listed, you may manually add your provider following the prompts on the screen. Once you have input your amount for your provider(s), click on “Submit” to proceed.

Confirmation/Print Certificate(s):
If your request was successful a confirmation page should appear. The confirmation page will contain a link to print your certificate(s). Click on the “View and Print Certificate” button. A new window containing your certificate will appear. Be sure to print and submit the certificate(s) along with any supporting paperwork to your provider by the expiration date on the certificate. If your request was not approved, a message will display, contact your former employer with any questions.