



INSTRUCTIONS

PLEASE READ CAREFULLY

If you resign or are terminated from the position on which your TRS membership is based, you may elect to remain in TRS as a transferred contributor by filing this form, provided:

- You accept a position entitling you to membership in another New York City public retirement system within the required timeframe (see eligibility requirements below); and
- You have not withdrawn your Qualified Pension Plan (QPP) accumulations from TRS.

Benefits of Transferred Contributor Status:

- You would generally be eligible for TRS benefits, such as loans.
- Your Total Service Credit would increase with the addition of the service credit you accrue as a transferred contributor. If you are not vested (*i.e.*, you have less than five years of credited service), this additional service credit may allow you to become vested and qualify for retirement benefits.
- Your prospective retirement allowance would in many cases increase when the salary you earn as a transferred contributor is included in the calculation of your Final Average Salary (FAS).

Transferred Contributor Eligibility:

- In order for you to be eligible for transferred contributor status, you must obtain a position that enables you to gain membership in another New York City public retirement system **no later than 60 days from the date of your resignation or termination from your TRS-eligible position. (If you are on a leave of absence, you cannot be granted transferred contributor status; you must first separate from service through resignation or termination.)**
- Please note that, if you joined any other New York City public retirement system after you resigned or were terminated from your TRS-eligible position, you would not be eligible for transferred contributor status and you should not file this form. Instead, please contact TRS' Member Services Center at 1 (888) 8-NYC-TRS to discuss your situation.

Required Documentation:

- The following TRS members only are required to submit documentation supporting their application for transferred contributor status: employees of the New York City Department of Education (DOE) in a paraprofessional position; employees of participating Charter Schools in any position; employees of the City University of New York (CUNY) in any position. **Please note that TRS cannot process your application for transferred contributor status if you do not submit the required documentation.**
- Required documentation must include the following:
 - 1) An official notice from your former employer that states the date you resigned or were terminated from your TRS-eligible position. You may obtain this notice as follows: Paraprofessionals—from your district office, the DOE, or your payroll secretary; Charter School employees—from the business manager or human resources representative of your participating Charter School; CUNY employees—from the personnel office of your college. **Personal letters of resignation are not acceptable proof of resignation.**
 - 2) An official copy of your notice of appointment to your new position that shows you obtained the position no later than 60 days from the date of your resignation or termination from your TRS-eligible position. You may obtain this notice from your current employer.

Filing Deadlines:

- If you intend to apply for transferred contributor status, you should file as soon as possible after your resignation or termination in order to avoid interest charges that would accrue on any member contributions that were required but were not made. However, the deadline for TRS' receipt of your application depends on whether or not you are vested.
- **Eligible non-vested members:** If you resigned or were terminated from your TRS-eligible position without vested rights in TRS, **TRS must receive this form and any required documentation within seven school years of your resignation or termination;** otherwise, you would lose your TRS membership rights.
- **Eligible vested members:** If you resigned or were terminated from your TRS-eligible position with vested rights, **TRS must receive this form and any required documentation before your effective retirement date;** otherwise, any credit for service rendered or salary earned after your resignation or termination would not be included in your retirement benefits.

General Provisions:

- If you were contributing to the QPP at the time you resigned or were terminated from your TRS-eligible position, your contributions would continue under transferred contributor status. However, if you were no longer required to contribute (*e.g.*, if you are a Tiers III/IV member who had attained 10 years of membership or credited service), you would also not be required to make contributions as a transferred contributor.
- Only members employed by education- or health-related employers may continue to contribute to TRS' Tax-Deferred Annuity (TDA) Program, pursuant to Section 501(c)(3) of the Internal Revenue Code. All transferred contributors may maintain their current TDA funds and continue to make TDA investment elections for their past accumulations, even if they are no longer eligible to contribute to the TDA Program.
- **An election of transferred contributor status is irrevocable as long as you remain in New York City public service.** Therefore, as long as you have transferred contributor status with TRS, you are not eligible to join or transfer to any other New York City public retirement system, even if you subsequently obtain a position entitling you to membership in another New York City public retirement system.

Questions and Further Information:

- For a summary of your options when separating from service, please refer to the *Separating from Service* brochure.
- For your convenience, TRS forms and publications are available on our website. If you require additional assistance, we encourage you to contact our Member Services Center at 1 (888) 8-NYC-TRS.



**TRANSFERRED CONTRIBUTOR
ELECTION FORM**



TEACHERS' RETIREMENT SYSTEM
OF THE CITY OF NEW YORK (TRS)
55 Water Street, New York, NY 10041
www.trsnyc.org • 1 (888) 8-NYC-TRS

Please read the instructions before completing this form.

(NOTE: Please print in black or blue ink, and initial any changes that you make on this form.)

PART A: All information must be provided.

First Name	MI	Last Name	Social Security Number (last 4 digits only)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> - <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Permanent Home Address	Apt. No.	TRS Membership Number	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
City	State	Zip Code	Primary Phone Number (Check one: <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile)
<input type="text"/>	<input type="text"/>	<input type="text"/>	(<input type="text"/> <input type="text"/> <input type="text"/>) <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
			Alternate Phone Number (Check one: <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile)
			(<input type="text"/> <input type="text"/> <input type="text"/>) <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Please keep your personal information with TRS up to date. We will update our records based on the information you provide above, *so do not enter a temporary address*; instead, TRS suggests that you consult the U.S. Postal Service about having your mail forwarded on a temporary basis. To register any changes to your permanent address (and/or phone number), please access our website or file a "Member's Change of Address Form" (code DM13) with TRS.

If you are providing new information above, please indicate the effective date: / /

PART B: Please read the statement below, provide the requested information, and sign and date this form.

I certify that I am currently a member of TRS, but resigned or was terminated from my TRS-eligible position as a(n) _____ with the DOE, a participating Charter School, or CUNY on _____. I accepted a position as a(n) _____ on _____, which entitles me to membership in the following New York City public retirement system: _____. However, I elect to remain a TRS member and to retain my current TRS membership rights.

Therefore, I hereby apply for transferred contributor status with TRS. I certify that I am eligible for transferred contributor status because I have met the following requirements: 1) I have obtained my position no later than 60 days from the date of my resignation or termination; 2) I have not withdrawn my QPP funds or lost my TRS membership rights; and 3) I have submitted any required documentation to TRS. I understand that, as a transferred contributor, I must leave my QPP accumulations with TRS and, if I am currently contributing to TRS' QPP, my contributions would continue until such time as I am no longer required to contribute.

I also understand that this election is irrevocable as long as I remain in New York City public service, and I therefore waive and renounce any present or prospective benefits from any other retirement system or association supported wholly or in part by the City of New York.

MEMBER'S SIGNATURE _____ DATE (M/D/Y) _____

