



SAVE TIME – FILE ONLINE!

For faster service, you may log in to the secure section of our website at www.trsnyc.org. However, if you are applying for a TDA loan in conjunction with retirement, you must instead file by “e-form” (log in and go to **Electronic Forms**) or by paper form.

INSTRUCTIONS

PLEASE READ CAREFULLY

Please use this application only if you are applying for a loan from your TDA account. Before you complete this application, please read the *TDA Loans* brochure for information about the terms and conditions governing TDA loans.

- You may not receive a loan on or after your resignation or termination date, unless you have filed for or have TDA Deferral status. Any loan amount distributed on or after this date would be considered a distribution; this information would be provided to the Internal Revenue Service (IRS).
- Please provide all of the information requested and *initial any changes* that you make on this application. If you do not initial changes that you make on this application, or if this application is incomplete or incorrectly completed, the processing of your application would be delayed.
- Please note that your loan application may be canceled if TRS does not have acceptable date-of-birth documentation on file for you.
- If you want to cancel this application, TRS must receive a “Cancellation Request Form” (code M15) no later than the next business day after TRS receives your loan application. Failure to file the “Cancellation Request Form” by this deadline would result in the automatic processing of your loan application. Your loan may not be returned after it has been issued.
- You may be eligible to borrow funds against your Qualified Pension Plan (QPP) accumulations. Please note that your TDA loan amount may affect the maximum amount you may borrow under the QPP.
- Please be advised that any loan balance you may have from a New York City Deferred Compensation Plan (DCP) 401(k) and/or 457 account during the previous 12-month period may affect the loan amount you may borrow from your TDA account. Also be advised that adverse tax consequences would result if you receive a loan that exceeds your available maximum loan amount. Please note that, since TRS must first verify your DCP loan status and balance before determining the amount you may borrow from your TDA account, the processing of this application may be delayed.
- You will receive your loan via Electronic Fund Transfer (EFT) if you are paid on the City of New York payroll and receive your paychecks through direct deposit, or if you receive your monthly advance payments or retirement allowance via EFT. If TRS does not have EFT information on file for you, your loan may be issued by check but processing may be delayed.
- Retirees who take TDA loans have a choice of how they repay a loan: automatic deductions from their monthly retirement allowance (including advance payments, if applicable) or monthly direct payments to TRS. To change your repayment method for any *outstanding* TDA loan, retirees may file a “Request to Change TDA Loan Repayment Method” (code LO105).

In Part A: Provide all requested information.

In Part B:

- 1) Please indicate the amount you want to borrow. You may specify a dollar amount or write "maximum" to borrow the maximum loan amount available to you. **If you take a TDA loan in conjunction with annuitizing your TDA balance, the maximum amount you may request is 75% of the value of your TDA account, less your current outstanding TDA loan balance; additional restrictions apply on TDA loan amounts in all other situations. Please see the *TDA Loans* brochure for more information.** In addition, if your requested loan amount exceeds your maximum TDA loan amount, you must elect whether to receive the maximum TDA loan amount available to you or have your application canceled.
- 2) You must elect the repayment period for your TDA loan (unless you are applying for a TDA loan in conjunction with filing a "TDA Annuitization Election Form" (code TD6)). The repayment period for your loan must not exceed 60 months.
- 3) **If you are a retiree and want to make loan payments to TRS each month (by check or electronically)**, you must complete this part. Otherwise, your loan payments will be automatically deducted from your monthly retirement allowance (including advance payments, if applicable).
- 4) **Note:** If you are paid on the City of New York payroll and receive your paychecks through direct deposit or your monthly retirement allowance payments via EFT, your TDA loan will be forwarded via EFT to the account where these payments are deposited. If you cannot receive your TDA loan via EFT (e.g., you are not paid on the City of New York payroll, you do not receive paychecks through direct deposit, or TRS is unable to confirm the applicable bank account information on file), processing will be delayed. TRS will mail your loan check to your home address.

In Part C: You must provide additional information if you are currently on a leave of absence without pay.

In Part D: You must complete this part ONLY if you are applying for a TDA loan in conjunction with filing a "TDA Annuitization Election Form." Please be advised that TRS must receive this loan application no later than one business day before your effective annuitization date, and that your loan taken in conjunction with a TDA annuitization would be distributed after your effective annuitization date.

- 1) A TDA loan taken in conjunction with a TDA annuitization would not be repaid to TRS. Instead, it (as well as any outstanding TDA loan balance you have at annuitization) would be treated as a taxable distribution.
- 2) You must elect how your TDA loan taken in conjunction with a TDA annuitization would be distributed. Distribution methods include the following: Direct Cash Payment (*i.e.*, funds that TRS distributes directly to you by EFT); Direct Rollover (*i.e.*, funds that TRS pays directly to one or more eligible Individual Retirement Arrangements (IRAs) or other successor program(s) you designate); and Combination of Methods (*i.e.*, a portion of the funds are distributed directly to you and a portion of the funds are directly rolled over to an eligible IRA or other successor program(s) you designate).
- 3) **IRS regulations require TRS to withhold 20% of any TDA loan amount that you do not directly roll over to an eligible IRA or other successor program(s).** The withheld amount would be sent to the IRS as a credit toward your federal income taxes for the year of distribution. If you receive a Direct Cash Payment, you may elect to roll over any portion of the amount you receive, or roll over an amount equal to the entire distribution, by replacing the amount withheld by TRS with funds from another source; however, this rollover must occur within 60 days of notification by TRS.

- 4) If you currently have an outstanding TDA loan balance, TRS is required to withhold an amount equaling 20% of your existing loan balance and of your new loan amount that you do not instruct us to directly roll over to one or more eligible IRAs or other successor program(s). If you elect to receive your loan taken at retirement or in conjunction with a TDA annuitization as a Direct Cash Payment and the full withholding amount exceeds the amount of your new loan, TRS would issue an electronic payment to you in the minimum amount of \$10.
- 5) The minimum amount that TRS will directly roll over to a successor program is \$200. **(This amount may be greater, depending on the successor program's minimum requirements; any designated Direct Rollover amount that does not meet the successor program's minimum requirements will be sent to you as a Direct Cash Payment, less any required withholding.)** Any payment less than \$200 will be sent directly to you and will not be subject to the 20% withholding.
- 6) Any amount that is distributed as a Direct Rollover is not taxable until it is received as income and is not subject to withholding.

In Part E: You may complete this section to designate how your account should be debited to provide funds for your TDA loan. You may elect to have your account debited from any combination of TRS' Passport Funds as listed below:

- Fixed Return Fund
- Diversified Equity Fund
- Balanced Fund
- International Equity Fund
- Sustainable Equity Fund
- U.S. Equity Index Fund
- International Equity Index Fund

You must have sufficient funds in each investment program you designate. Your elections must be in 5% multiples and must total 100%. Please note that, if you do not have sufficient funds in the investment program(s) you designate or do not designate how your account should be debited, TRS would debit your Passport Funds proportionately.

In Part F: Please complete this section ONLY if you have TDA Deferral status, or if you have filed for retirement under the QPP and elected TDA Deferral status. If you are an in-service member, please do not complete this section; TRS will credit your TDA loan payments to your TDA account in accordance with the most recent TDA investment elections for future contributions that you filed.

- 1) You must indicate if you have filed to annuitize your TDA funds.
- 2) You may designate how your loan payments should be credited to your TDA account. You may elect to have your loan payments invested in any combination of the Passport Funds. Your elections must be in 5% multiples and must total 100%. **Please note that the elections you make will also apply to payments for any other TDA loans you may have.** If you do not designate how your account should be credited, your TDA loan payments would be invested in accordance with the most recent TDA investment elections that you filed.

In Part G: You must sign and date this application in the presence of a notary, who must then complete Part H.

In Part H: You must have this application notarized.



This page intentionally left blank.



TDA LOAN APPLICATION
FOR A LOAN FROM YOUR TAX-DEFERRED
ANNUITY (TDA) PROGRAM ACCOUNT



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 application.

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

PART A: Please provide the information below.

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/Retirement 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"/>
Email Address			Alternate Phone Number (Check one: <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile)
<input type="text"/>			<input type="text"/>

Check here if you entered new contact information above. TRS will then update our records based on what you entered.

Please keep your contact information up to date. You can visit our website to update your contact information anytime, or file a "Member's Change of Address Form" (code DM13) with TRS.

PART B: Please provide all applicable information below.

1) Please indicate the TDA loan amount you are requesting to borrow, or write "maximum" to request the maximum TDA loan amount available to you:

\$

If you specified a dollar amount (rather than writing "maximum"), please write out the requested amount on the line below. For example, if you want to borrow \$1,000, please write "One Thousand Dollars."

Please choose ONE of the following options and write your initials in the space provided.

- ___ I elect to receive the maximum TDA loan amount available to me if the requested TDA loan amount specified above is greater than my maximum available TDA loan amount.
- ___ I elect to have my loan application canceled if the requested TDA loan amount specified above is greater than my maximum available TDA loan amount.

2) Please indicate your loan repayment period (if applicable). Your repayment period may not exceed 60 months: months

3) **If you are a retiree and want to repay your loan by making loan payments to TRS each month (by check or electronically),** check the box below and write your initials in the space provided. Otherwise, your loan payments will be automatically deducted from your monthly retirement allowance (including advance payments, if applicable). At any time during repayment, you may change your repayment method by filing a "Request to Change TDA Loan Repayment Method" (code LO105).

___ I elect to repay my loan through direct monthly payments to TRS. I understand that TRS will send me a monthly loan statement and payment voucher, and that I must make payment each month by check or secure electronic payment through TRS' website.

4) You will receive your TDA loan via EFT in the same bank account where your paycheck or retirement allowance is deposited.

If you cannot receive your TDA loan via EFT (e.g., you are not paid on the City of New York payroll, you do not receive paychecks through direct deposit, or TRS is unable to confirm the applicable bank account information on file), processing will be delayed. TRS will mail your loan check to your home address.

If you are not on the City of New York payroll, you must file an "EFT Authorization Form for Non-Retired Members" e-form (BK58a) concurrent with your loan request to establish EFT service with TRS.

PART C: Please complete this part if you are an in-service member.

Are you on a leave of absence without pay? Yes No

If you are on a leave of absence, when did your leave of absence begin? (MM/DD/YYYY) / /

If you are on a leave of absence, you would automatically receive a 12-month grace period when loan payments need not be made; however, interest will continue to accrue.

If you would prefer to begin making payments immediately, please check this box:

Have you filed for a TDA withdrawal within the last six months? Yes No

If you checked "Yes," please indicate the date that you filed for a TDA withdrawal: (MM/DD/YYYY) / /

PART D: Please complete the following ONLY if you are applying for a TDA loan in conjunction with filing a "TDA Annuitization Election Form." **TRS must receive this loan application no later than one business day prior to your effective annuitization date.**

Have you filed for retirement under the QPP? Yes No

If you checked "Yes," please indicate if you have elected TDA Deferral status: Yes No

Please indicate your effective retirement date: (MM/DD/YYYY) / /

Please choose ONE of the following options and write your initials in the space provided.

#1—DIRECT CASH PAYMENT: *I want 100% of my TDA loan distribution paid directly to me, via EFT, as indicated in Part B. I understand that TRS is required to withhold 20% of the amount distributed, and that this amount will be forwarded to the IRS and credited toward my federal income taxes for the year of distribution.*

#2—DIRECT ROLLOVER: *I want TRS to directly roll over 100% of my TDA loan distribution, and I have therefore attached a "TDA Loan Direct Rollover Election Form" (code LO58) to this application. I understand that any tax-free portion is not eligible for rollover and would be paid directly to me, via EFT, as indicated in Part B.*

#3—COMBINATION OF METHODS: *I want this TDA loan taken in conjunction with a TDA annuitization to be distributed by the following combination of methods. The total must equal 100%:*

I want % (or \$) of this loan distribution to be PAID DIRECTLY to me, via EFT, as indicated in Part B. (I understand that TRS is required to withhold 20% of the amount distributed to me, and that this amount will be forwarded to the IRS and credited toward my federal income taxes for the year of distribution.)

I want % (or \$) of this loan distribution to be DIRECTLY ROLLED OVER to the eligible IRA or other successor program(s) that I have named on the attached "TDA Loan Direct Rollover Election Form."

PART E: In the appropriate boxes below, please designate how your account should be debited to provide the funds for your TDA loan. You may debit your account in any combination of the Passport Funds in 5% multiples. Your elections must total 100%. Please note that, if you do not have sufficient funds in the investment program(s) you designate below, TRS would automatically debit your TDA loan amount from the Passport Funds proportionately.

Take My Loan from:	Percentage			
Fixed Return Fund				%
Diversified Equity Fund				%
Balanced Fund				%
International Equity Fund				%
Sustainable Equity Fund				%
U.S. Equity Index Fund				%
International Equity Index Fund				%
TOTAL	1	0	0	%

PART F: Please complete this section ONLY if you are a member with TDA Deferral status or if you have filed for retirement and elected TDA Deferral status.

Have you filed to annuitize your TDA funds within the last six months? Yes No

If you checked "Yes," what is your effective TDA payability date? (MM/DD/YYYY) / /

In the appropriate boxes below, please designate which of your funds will be credited with your loan payments. You may credit your account in any combination of the Passport Funds in 5% multiples. Your elections must total 100%. **Please note that the elections you make will also apply to payment for any other TDA loans you may have.**

Credit My Payments to:	Percentage			
Fixed Return Fund				%
Diversified Equity Fund				%
Balanced Fund				%
International Equity Fund				%
Sustainable Equity Fund				%
U.S. Equity Index Fund				%
International Equity Index Fund				%
TOTAL	1	0	0	%

