



INSTRUCTIONS

PLEASE READ CAREFULLY

As an in-service Tier I or II member of TRS, you may direct the Annuity Savings Fund (ASF) and Increased-Take-Home-Pay (ITHP) portions of your Qualified Pension Plan (QPP) account to any combination of the TRS Passport Funds shown 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 may change your investment elections for your future QPP contributions and your current QPP accumulations four times each year. Investment election changes must be in 5% increments. This flexibility applies to your existing balances and any future contributions.

Performance data for the Passport Funds is available on our website.

Investment election changes take effect on the following quarterly dates:

- January 1
- April 1
- July 1
- October 1

Form submission date ranges and effective dates:

TRS Receives Investment Election Change Form	Investment election changes take effect
September 1 – December 1	January 1
December 2 – March 1	April 1
March 2 – May 31	July 1
June 1 – August 31	October 1

You may submit this form at any time. Your elections will take effect on one of the quarterly dates listed above based on when TRS receives your form. Please refer to the chart above.

TRS will send you an acknowledgment letter to verify the election choices before your investment elections take effect. Your new elections will supersede any previous elections filed with TRS. Any conversion of funds not yet completed will stop as of the date your new election takes effect.

Please note that any elections that you make on this form are valid only while you are in active service. If you resign or are terminated before your conversion is complete, the conversion of funds will stop as of your resignation/termination date.

NOTE TO MEMBERS WHO MAY RETIRE IN THE NEXT 12 MONTHS:

Any conversion of funds that is not completed by your retirement date will stop as of that date; you may elect a new conversion on your retirement application.

Please retain a copy of this form for your records.

For additional assistance, please contact our Member Services Center at 1 (888) 8-NYC-TRS.

In Part A: Provide all requested information.

In Part B: You may invest your future QPP contributions in any or all of TRS' Passport Funds. Your allocations must be in 5% multiples.

The example below demonstrates how to complete Part B if you would like to invest 50% of your future contributions in the Fixed Return Fund, 10% each in the Diversified Equity Fund and the U.S. Equity Index Fund, and 15% each in the Balanced Fund and the Sustainable Equity Fund. (This is only an illustration, not a recommendation.)

TRS' Passport Funds	Percentage			
Fixed Return Fund		5	0	%
Diversified Equity Fund		1	0	%
Balanced Fund		1	5	%
International Equity Fund			0	%
Sustainable Equity Fund		1	5	%
U.S. Equity Index Fund		1	0	%
International Equity Index Fund			0	%
TOTAL	1	0	0	

Please note that your election for future contributions must total 100%; otherwise, this form cannot be processed.

In Part C: You may convert your past QPP accumulations to any or all of TRS' Passport Funds, in multiples of 5%, over 3, 6, 9, or 12 months. Conversions of values less than \$1,000 will occur at the rate of \$83.33 per month until the conversion is completed.

This election would supersede all prior elections. Any conversions not yet completed would stop as of the date your new election takes effect.

The example below illustrates how to complete Part C if you have funds in the Diversified Equity Fund and would like to convert 20% of your past Diversified Equity Fund accumulations to the International Equity Fund over 9 months. (This is only an illustration, not a recommendation.)

Move out of my Diversified Equity Fund :		
____%	to Fixed Return Fund	over ____ months
____%	to Balanced Fund	over ____ months
20 %	to International Equity Fund	over 9 months
____%	to Sustainable Equity Fund	over ____ months
____%	to U.S. Equity Index Fund	over ____ months
____%	to International Equity Index Fund	over ____ months

Please note the following when completing Part C:

- Improperly completed forms cannot be processed and will be returned to you with an explanatory notice.
- To convert funds from an investment program, you must have funds available in that investment program.
- One investment program cannot simultaneously be both the source and destination of a conversion.
For instance, you cannot convert funds from the Fixed Return Fund to the International Equity Fund while you are converting funds from the International Equity Fund to the Balanced Fund.
- The total percentage you convert from any one investment program may not exceed 100%.

In Part D: You may stop a conversion of past QPP accumulations that is in progress without electing a new conversion.

In Part E: You must sign and date this form.



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QPP INVESTMENT ELECTION CHANGE FORM
FOR IN-SERVICE TIERS III MEMBERS ONLY



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 on pages 1 to 3 before completing this form.
(NOTE: Please print in black or blue ink, and initial any changes that you make on this form.)

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 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"/>
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"/> <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"/>		

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) or, if applicable, a "Beneficiary's Change of Address Form" (code DM14) with TRS.

PART B: In the appropriate box(es) below, please designate how you would like your **future QPP contributions** invested. Your elections must be in 5% multiples and must total 100%. **If you do not complete this section, your future contributions would continue to be invested in accordance with your most recent election.**

TRS' Passport Funds	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 C: For each fund that you want to move money out of, choose one or more funds to move money into. You must write both a percentage (a multiple of 5%) and a number of months (3, 6, 9, or 12) over which the conversion occurs.

Move out of my Fixed Return Fund:		
____%	to Diversified Equity Fund	over ____ months
____%	to Balanced Fund	over ____ months
____%	to International Equity Fund	over ____ months
____%	to Sustainable Equity Fund	over ____ months
____%	to U.S. Equity Index Fund	over ____ months
____%	to International Equity Index Fund	over ____ months

Move out of my Diversified Equity Fund:		
____%	to Fixed Return Fund	over ____ months
____%	to Balanced Fund	over ____ months
____%	to International Equity Fund	over ____ months
____%	to Sustainable Equity Fund	over ____ months
____%	to U.S. Equity Index Fund	over ____ months
____%	to International Equity Index Fund	over ____ months

Move out of my Balanced Fund:		
____%	to Fixed Return Fund	over ____ months
____%	to Diversified Equity Fund	over ____ months
____%	to International Equity Fund	over ____ months
____%	to Sustainable Equity Fund	over ____ months
____%	to U.S. Equity Index Fund	over ____ months
____%	to International Equity Index Fund	over ____ months

Move out of my International Equity Fund:		
____%	to Fixed Return Fund	over ____ months
____%	to Diversified Equity Fund	over ____ months
____%	to Balanced Fund	over ____ months
____%	to Sustainable Equity Fund	over ____ months
____%	to U.S. Equity Index Fund	over ____ months
____%	to International Equity Index Fund	over ____ months

Move out of my Sustainable Equity Fund:		
____%	to Fixed Return Fund	over ____ months
____%	to Diversified Equity Fund	over ____ months
____%	to Balanced Fund	over ____ months
____%	to International Equity Fund	over ____ months
____%	to U.S. Equity Index Fund	over ____ months
____%	to International Equity Index Fund	over ____ months

Move out of my U.S. Equity Index Fund :			Move out of my International Equity Index Fund :		
____%	to Fixed Return Fund	over ____ months	____%	to Fixed Return Fund	over ____ months
____%	to Diversified Equity Fund	over ____ months	____%	to Diversified Equity Fund	over ____ months
____%	to Balanced Fund	over ____ months	____%	to Balanced Fund	over ____ months
____%	to International Equity Fund	over ____ months	____%	to International Equity Fund	over ____ months
____%	to Sustainable Equity Fund	over ____ months	____%	to Sustainable Equity Fund	over ____ months
____%	to International Equity Index Fund	over ____ months	____%	to U.S. Equity Index Fund	over ____ months

PART D: Please check the box to the right if you would like to stop a conversion of past QPP accumulations that is in progress without electing a new conversion; you must also write your initials in the space provided next to the box. Your conversion would stop as of the effective date of your investment elections. (You cannot stop 1- and 3-month conversions in progress.)

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PART E: Please read the statement and sign and date below. If you are an agent/legal representative signing on the member's behalf, please indicate this.

I request that TRS implement my QPP investment elections as indicated on this form. I certify that I have read and understand the information that TRS has provided about its investment options, the Passport Funds.

If signing as an agent, I certify that I have no knowledge or notice that my authority as the agent has ended by revocation, termination, death, divorce, or otherwise.

CHECK HERE IF YOU ARE SIGNING AS AN AGENT.

YOUR SIGNATURE
YOUR PRINTED NAME
DATE (MM/DD/YYYY)