



SAVE TIME – GO ONLINE!

Did you know that you can file this form as an “e-form” in the secure section of our website? Instead of risking mail delays, timing issues, and errors filling out the paper form, you can go online and submit your cancellation request form to TRS instantly.

INSTRUCTIONS

PLEASE READ CAREFULLY

In Part A: Provide all requested information.

In Part B: Use this section to indicate the request you would like TRS to cancel.

In Part C: You must sign and date the form.

GENERAL PROVISIONS

- You may use this form to cancel a filing you made with TRS through paper-form submission or electronically. Please submit a separate form for each cancellation request.
- You should file this form as soon as possible to give TRS time to process your request. Please note that filing this form does not automatically cancel a pending transaction.
 - Loan requests must be canceled during the week that the loan application was submitted.
 - Retirement applications and TDA annuitization requests can only be canceled until one day before the effective date.
 - TDA withdrawal requests (including hardship withdrawals) and TDA investment election changes should be canceled directly on the TDA page in the secure section of our website. **Requests made through this form may not be processed in time to cancel these transactions.**



CONTINUED FROM PAGE 1

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

Please complete this form only if you want to cancel a form/application/online filing that you have previously filed with TRS.

PART A: Please provide the information below.

Form fields for Part A: First Name, MI, Last Name, Social Security Number (last 4 digits only), Permanent Home Address, Apt. No., TRS Membership/Retirement Number, City, State, Zip Code, Primary Phone Number (Home, Work, Mobile), Email Address, Alternate Phone Number (Home, Work, Mobile).

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 indicate below the request you would like TRS to cancel.

Form fields for Part B: What you filed, How you filed (Paper Form/Application, Online Filing/E-Form), When you filed (MM/DD/YYYY).

PART C: Please complete the following and sign below. If you are an agent/legal representative signing on the member's behalf, please indicate this.

I hereby request that TRS cancel the above filing. I acknowledge that filing this form does not automatically cancel a pending transaction, and TRS may not be able to fulfill my cancellation request in some cases.

If I am signing as an agent of the individual named in Part A, 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.

Signature lines for YOUR SIGNATURE, YOUR PRINTED NAME, and DATE (MM/DD/YYYY).