



INSTRUCTIONS

PLEASE READ CAREFULLY

As a retired 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 or all of TRS' Passport Funds as listed below:

- Fixed Return Fund
- Diversified Equity Fund
- Balanced Fund
- International Equity Fund
- Inflation Protection Fund
- Socially Responsive Equity Fund

You may change your QPP investment elections four times each year. Such investment election changes are optional; if you do not file this form, there would be no change in the way your QPP accumulations are invested.

The Fixed Return Fund's return is built into your retirement allowance payments. Therefore, if you invest all of your Annuity Reserve and ITHP funds in the Fixed Return Fund, the amount of your retirement allowance payments would remain steady from month to month.

Returns for the Passport Funds other than the Fixed Return Fund may vary monthly. Therefore, investing some or all of your Annuity Reserve and ITHP funds in the variable-return Passport Funds would result in a fluctuation of your monthly payment amounts. Please see the *Fund Profiles* booklet for additional information on how interest and investment return are calculated for retirement allowance payments.

You may obtain annualized returns for the Passport Funds by accessing our website.

Investment election changes take place on the following dates:

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

You may submit this form at any time and your elections would take effect on the next conversion date that occurs at least 60 days after TRS receives your form. Before we implement your investment elections, you will receive an acknowledgment letter from TRS verifying the election choices you made on this form.

Tiers I/II retirees may use this form to make investment election changes for their QPP retirement allowance only. Tiers III/IV/VI retirees may not file this form. To change the way funds in the Tax-Deferred Annuity (TDA) Program are invested, TDA annuitants must file a "TDA Annuitant's Investment Election Change Form" (code RP9). Members with TDA Deferral status may change their investment elections on a quarterly basis by filing a "TDA Investment Election Change Form" (code TD45).

In Part A: Provide all requested information.

In Part B: 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. The example below illustrates how to complete Part B 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 this percentage of my funds:	From this fund:	To this fund:	Over this many months:
10 15 20 25 30 35 40	Fixed Return International Equity	Fixed Return International Equity	3 6
45 50 55 60 65 70 75	Diversified Equity Inflation Protection	Diversified Equity Inflation Protection	9 12
80 85 90 95 100	Balanced Socially Responsive Equity	Balanced Socially Responsive Equity	

Please note:

- Improperly completed forms would not be processed and would be returned to you with an explanatory notice.
- The minimum amount that you may convert is 10%.
- In order to convert funds from an investment program (e.g., Fixed Return Fund) you must have funds available in that investment program.
- Once started, conversions cannot be stopped.
- One 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 Inflation Protection Fund.
- The total percentage you convert from any one investment program may not exceed 100%.

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

**RETIREE'S QPP INVESTMENT ELECTION
CHANGE FORM**
FOR TIERS I/II 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 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 [Retirement] [Beneficiary] 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"/>		

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: Please complete this section to designate the percentage of your QPP accumulations that you would like to have converted to another Passport Fund.

1.	Move this percentage of my funds:	From this fund:	To this fund:	Over this many months:
	10 15 20 25 30 35 40	Fixed Return International Equity	Fixed Return International Equity	3 6
	45 50 55 60 65 70 75	Diversified Equity Inflation Protection	Diversified Equity Inflation Protection	9 12
	80 85 90 95 100	Balanced Socially Responsive Equity	Balanced Socially Responsive Equity	

2.	Move this percentage of my funds:	From this fund:		To this fund:		Over this many months:	
	10 15 20 25 30 35 40	Fixed Return	International Equity	Fixed Return	International Equity	3	6
	45 50 55 60 65 70 75	Diversified Equity	Inflation Protection	Diversified Equity	Inflation Protection	9	12
	80 85 90 95 100	Balanced	Socially Responsive Equity	Balanced	Socially Responsive Equity		

3.	Move this percentage of my funds:	From this fund:		To this fund:		Over this many months:	
	10 15 20 25 30 35 40	Fixed Return	International Equity	Fixed Return	International Equity	3	6
	45 50 55 60 65 70 75	Diversified Equity	Inflation Protection	Diversified Equity	Inflation Protection	9	12
	80 85 90 95 100	Balanced	Socially Responsive Equity	Balanced	Socially Responsive Equity		

4.	Move this percentage of my funds:	From this fund:		To this fund:		Over this many months:	
	10 15 20 25 30 35 40	Fixed Return	International Equity	Fixed Return	International Equity	3	6
	45 50 55 60 65 70 75	Diversified Equity	Inflation Protection	Diversified Equity	Inflation Protection	9	12
	80 85 90 95 100	Balanced	Socially Responsive Equity	Balanced	Socially Responsive Equity		

5.	Move this percentage of my funds:	From this fund:		To this fund:		Over this many months:	
	10 15 20 25 30 35 40	Fixed Return	International Equity	Fixed Return	International Equity	3	6
	45 50 55 60 65 70 75	Diversified Equity	Inflation Protection	Diversified Equity	Inflation Protection	9	12
	80 85 90 95 100	Balanced	Socially Responsive Equity	Balanced	Socially Responsive Equity		

6.	Move this percentage of my funds:	From this fund:		To this fund:		Over this many months:	
	10 15 20 25 30 35 40	Fixed Return	International Equity	Fixed Return	International Equity	3	6
	45 50 55 60 65 70 75	Diversified Equity	Inflation Protection	Diversified Equity	Inflation Protection	9	12
	80 85 90 95 100	Balanced	Socially Responsive Equity	Balanced	Socially Responsive Equity		

7.	Move this percentage of my funds:	From this fund:		To this fund:		Over this many months:	
	10 15 20 25 30 35 40	Fixed Return	International Equity	Fixed Return	International Equity	3	6
	45 50 55 60 65 70 75	Diversified Equity	Inflation Protection	Diversified Equity	Inflation Protection	9	12
	80 85 90 95 100	Balanced	Socially Responsive Equity	Balanced	Socially Responsive Equity		

8.	Move this percentage of my funds:	From this fund:		To this fund:		Over this many months:	
	10 15 20 25 30 35 40	Fixed Return	International Equity	Fixed Return	International Equity	3	6
	45 50 55 60 65 70 75	Diversified Equity	Inflation Protection	Diversified Equity	Inflation Protection	9	12
	80 85 90 95 100	Balanced	Socially Responsive Equity	Balanced	Socially Responsive Equity		

9.	Move this percentage of my funds:	From this fund:		To this fund:		Over this many months:	
	10 15 20 25 30 35 40	Fixed Return	International Equity	Fixed Return	International Equity	3	6
	45 50 55 60 65 70 75	Diversified Equity	Inflation Protection	Diversified Equity	Inflation Protection	9	12
	80 85 90 95 100	Balanced	Socially Responsive Equity	Balanced	Socially Responsive Equity		

PART C: Please read the following statement and sign and date below.

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.

MEMBER'S SIGNATURE _____ DATE (MM/DD/YYYY) _____