



INSTRUCTIONS

PLEASE READ CAREFULLY

In-service participants in TRS' Tax-Deferred Annuity (TDA) Program and members with TDA Deferral status may direct future TDA contributions and/or past TDA accumulations 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

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 30 days after TRS receives your form. Before we implement your investment elections, TRS will send you an acknowledgment letter verifying the election choices you made on this form or through our website.

If you have a pending conversion or allocation of TDA funds, you must cancel the pending investment election before you submit a new election. (A valid investment election that is on file with TRS, but that has not yet taken effect, is considered "pending.") To cancel pending elections, you may log in to the secure section of our website or file a "Request for Withdrawal of Form/Application/Online Filing" (code MI5) form with TRS.

Please retain a photocopy of this form for your records, and direct any questions about TDA investment elections to TRS' Member Services Center at 1 (888) 8-NYC-TRS.

In Part A: Provide all requested information. You should access our website to inform us of any recent or upcoming changes to your permanent address (and/or your phone number). As an alternative, you may file a paper "Member's Change of Address Form" (code DM13).

In Part B: You may invest your future TDA contributions in any or all of TRS' Passport Funds. Your allocations must be in 5% multiples. Payments on a TDA loan would be invested in accordance with the allocations you elect in this part. *If you do not make an election in Part B, your future contributions (and any TDA loan payments) would continue to be invested in accordance with your most recent election.*

If you have a pending TDA allocation change on file with TRS, you must cancel the pending change before you submit a new one.

The example on page 2 demonstrates how to complete Part B if you would like to invest 50% of your future contributions in the Fixed Return Fund, 10% in the Diversified Equity Fund, the International Equity Fund, and the Inflation Protection Fund, 5% in the Balanced Fund, and 15% in the Socially Responsive Equity Fund. (This is only an illustration, not a recommendation.)

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

TRS' Passport Funds	Percentage			
Fixed Return Fund		5	0	%
Diversified Equity Fund		1	0	%
Balanced Fund			5	%
International Equity Fund		1	0	%
Inflation Protection Fund		1	0	%
Socially Responsive Equity Fund		1	5	%
TOTAL	1	0	0	%

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

If you have a pending conversion of past TDA accumulations on file with TRS, you must cancel the pending conversion before you submit a new one. Any 6-, 9-, or 12-month conversions in progress but not yet completed would stop as of the date your new election takes effect. However, 1- and 3-month conversions in progress cannot be stopped because they would be completed by the next effective date. If you elect to annuitize your TDA funds before your conversion is complete, any ongoing conversion would stop as of your initial payability date. (You may elect a new conversion on a "TDA Annuitization Election Form" (code TD6).)

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 this percentage of my funds:	From this fund:	To this fund:	Over this many months:
5 10 15 20 25 30 35	Fixed Return International Equity	Fixed Return International Equity	1 3
40 45 50 55 60 65 70	Diversified Equity Inflation Protection	Diversified Equity Inflation Protection	6 9
75 80 85 90 95 100	Balanced Socially Responsive Equity	Balanced Socially Responsive Equity	12

Please note the following:

- Improperly completed forms would not be processed and would be returned to you with an explanatory notice.
- In order to convert funds from an investment program (e.g., Fixed Return Fund) you must have funds available in that investment program.
- 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 D: You may stop a conversion of past TDA accumulations that is in progress without electing a new conversion, except in the case of 1- and 3-month conversions.

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



Please read the instructions on pages 1 and 2 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="text"/> <input checked="" type="text"/> <input checked="" type="text"/> - <input checked="" type="text"/> <input checked="" type="text"/> - <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"/>		

PART B: In the appropriate box(es) below, please designate how you would like your **future TDA contributions** invested. Your elections must be in 5% multiples and must total 100%. **If you do not complete this part, your future contributions (and any TDA loan payments) 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				%
Inflation Protection Fund				%
Socially Responsive Equity Fund				%
TOTAL	1	0	0	%

PART C: Please complete this section to designate the percentage of your **past TDA 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:
	5 10 15 20 25 30 35	Fixed Return International Equity	Fixed Return International Equity	1 3
	40 45 50 55 60 65 70	Diversified Equity Inflation Protection	Diversified Equity Inflation Protection	6 9
	75 80 85 90 95 100	Balanced Socially Responsive Equity	Balanced Socially Responsive Equity	12

2.	Move this percentage of my funds:	From this fund:	To this fund:	Over this many months:
	5 10 15 20 25 30 35	Fixed Return International Equity	Fixed Return International Equity	1 3
	40 45 50 55 60 65 70	Diversified Equity Inflation Protection	Diversified Equity Inflation Protection	6 9
	75 80 85 90 95 100	Balanced Socially Responsive Equity	Balanced Socially Responsive Equity	12

3.	Move this percentage of my funds:	From this fund:	To this fund:	Over this many months:
	5 10 15 20 25 30 35	Fixed Return International Equity	Fixed Return International Equity	1 3
	40 45 50 55 60 65 70	Diversified Equity Inflation Protection	Diversified Equity Inflation Protection	6 9
	75 80 85 90 95 100	Balanced Socially Responsive Equity	Balanced Socially Responsive Equity	12

4.	Move this percentage of my funds:	From this fund:	To this fund:	Over this many months:
	5 10 15 20 25 30 35	Fixed Return International Equity	Fixed Return International Equity	1 3
	40 45 50 55 60 65 70	Diversified Equity Inflation Protection	Diversified Equity Inflation Protection	6 9
	75 80 85 90 95 100	Balanced Socially Responsive Equity	Balanced Socially Responsive Equity	12

5.	Move this percentage of my funds:	From this fund:	To this fund:	Over this many months:
	5 10 15 20 25 30 35	Fixed Return International Equity	Fixed Return International Equity	1 3
	40 45 50 55 60 65 70	Diversified Equity Inflation Protection	Diversified Equity Inflation Protection	6 9
	75 80 85 90 95 100	Balanced Socially Responsive Equity	Balanced Socially Responsive Equity	12

6.	Move this percentage of my funds:	From this fund:	To this fund:	Over this many months:
	5 10 15 20 25 30 35	Fixed Return International Equity	Fixed Return International Equity	1 3
	40 45 50 55 60 65 70	Diversified Equity Inflation Protection	Diversified Equity Inflation Protection	6 9
	75 80 85 90 95 100	Balanced Socially Responsive Equity	Balanced Socially Responsive Equity	12

7.	Move this percentage of my funds:	From this fund:	To this fund:	Over this many months:
	5 10 15 20 25 30 35	Fixed Return International Equity	Fixed Return International Equity	1 3
	40 45 50 55 60 65 70	Diversified Equity Inflation Protection	Diversified Equity Inflation Protection	6 9
	75 80 85 90 95 100	Balanced Socially Responsive Equity	Balanced Socially Responsive Equity	12

8.	Move this percentage of my funds:	From this fund:	To this fund:	Over this many months:
	5 10 15 20 25 30 35	Fixed Return International Equity	Fixed Return International Equity	1 3
	40 45 50 55 60 65 70	Diversified Equity Inflation Protection	Diversified Equity Inflation Protection	6 9
	75 80 85 90 95 100	Balanced Socially Responsive Equity	Balanced Socially Responsive Equity	12

9.	Move this percentage of my funds:	From this fund:	To this fund:	Over this many months:
	5 10 15 20 25 30 35	Fixed Return International Equity	Fixed Return International Equity	1 3
	40 45 50 55 60 65 70	Diversified Equity Inflation Protection	Diversified Equity Inflation Protection	6 9
	75 80 85 90 95 100	Balanced Socially Responsive Equity	Balanced Socially Responsive Equity	12

PART D: Please check the box to the right if you would like to stop a conversion of past TDA 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.)

	<input type="checkbox"/>
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PART E: Please read the following statement and sign and date below.

I request that TRS implement my TDA 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) _____