



For faster service and increased security, please log in to our website to change your Tax-Deferred Annuity (TDA) investment elections.

**INSTRUCTIONS**  
*PLEASE READ CAREFULLY*

In-service participants in TRS' Tax-Deferred Annuity (TDA) Program and members with TDA Deferral status may direct current accumulations to any combination of the TRS Passport Funds shown below:

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

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.

TRS will send you an acknowledgment letter to verify your 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.

**Note:** If you want to change the way your future TDA contributions are invested in the Passport Funds, please log in to the secure section of our website. Alternatively, you can file a "TDA Allocation Change Form" (code TD136).

**In Part A:** Provide all requested information.

**In Part B:** You may convert your past TDA accumulations to any or all of TRS' Passport Funds, in multiples of 5%, over 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.

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

**Please note the following when completing Part B:**

- 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 C:** 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 D:** 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="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"/>
Personal 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:** 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 (1, 3, 6, 9, or 12) over which the conversion occurs.

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

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

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

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

Move out of my <b>International Equity Index Fund</b> :		
____%	to Fixed Return Fund	over ____ months
____%	to Balanced 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

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

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



**PART C:** 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.)

\_\_\_\_\_

**PART D:** 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 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.*

*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)





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