



SAVE TIME – GO ONLINE!
 Did you know that if you are a retiree, 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 QPP investment election changes to TRS instantly. (The e-form is not available to beneficiaries at this time.)

Changing Your Existing QPP Balance

- As a **TRS Tier I or Tier II retiree or beneficiary of a deceased Tier I or Tier II member** who is receiving monthly benefits under the Qualified Pension Plan (QPP), you may file this form to convert your existing Annuity Savings Fund (ASF) and Increased-Take-Home-Pay portions of your QPP balance to any or all of TRS' Passport Funds. You may also use this form to stop a pending conversion. Before making your investment elections, you should read the *Fund Profiles* booklet (available on our website) for more information about each of TRS' Passport Funds.
- 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. Investment election changes take effect on the following dates:
 - January 1
 - April 1
 - July 1
 - October 1
- You may not file this form to stop a pending conversion AND request a new conversion at the same time.
- If you want stop a pending conversion, you must file your request no later than one week before the effective date of the conversion.

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 in order to move 50% of funds from the Diversified Equity Fund to the International Equity Fund over a period of six months. (This is only an illustration, not a recommendation.)

With this move, half the money invested in the Diversified Equity Fund would be moved to the International Equity Fund in six monthly installments. The other half of the investment in Diversified Equity would remain in that fund. Any investments in the other Passport Funds would also remain invested as is.

Move out of my Diversified Equity Fund:		
___%	to Fixed Return Fund	over ___ months
___%	to Balanced Fund	over ___ months
50%	to International Equity Fund	over 6 months
___%	to Sustainable Equity Fund	over ___ months
___%	to U.S. Equity Index Fund	over ___ months
___%	to International Equity Index Fund	over ___ months

In Part C: You can stop a pending conversion of your QPP funds (*i.e.*, one that TRS has not yet implemented) by checking the box to the right and writing your initials in the space provided. You must also indicate the date you filed your previous “QPP Investment Election Change Form”; all elections you made on that form will stop. You cannot stop a conversion in progress.

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

Before filing this form, please read the following important information.

- You may file this form at any time to indicate how your QPP accumulations are invested in any or all of TRS’ Passport Funds listed below.
 - Fixed Return Fund
 - Diversified Equity Fund
 - Balanced Fund
 - International Equity Fund
 - Sustainable Equity Fund
 - U.S. Equity Index Fund
 - International Equity Index Fund
- Returns for the Passport Funds other than the Fixed Return Fund may vary. Therefore, investing in the variable-return Passport Funds would result in a fluctuation of your monthly payment amounts.
- Your new election will not take effect until any conversion in progress has been completed.
- Improperly completed forms would not be processed.
- The minimum amount that you may convert is 10%.
- You may convert your funds over 3, 6, 9, or 12 months; the minimum duration for a fund conversion is 3 months.
- 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 Sustainable Equity Fund.
- The total percentage you convert from any one investment program may not exceed 100%.

QPP INVESTMENT ELECTION CHANGE FORM
(For Retirees/Beneficiaries)



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 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) with TRS.

PART B: Complete this section to designate the percentage of your QPP accumulations that you would like to have converted to another Passport Fund. You must write both a percentage (in multiples of 5%, and a minimum percentage of 10%) 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 :		
____%	to Fixed Return Fund	over ____ months
____%	to Diversified Equity Fund	over ____ months
____%	to Balanced Fund	over ____ months
____%	to International Equity Fund	over ____ months
____%	to Sustainable Equity Fund	over ____ months
____%	to International Equity Index Fund	over ____ months

Move out of my International Equity Index 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 Sustainable Equity Fund	over ____ months
____%	to U.S. Equity Index Fund	over ____ months



PART C: You can stop a pending conversion of your QPP funds by checking the box to the right and writing your initials in the space provided. You must also indicate the date you filed your previous "QPP Investment Election Change Form"; all elections you made on that form will stop. A pending conversion is one that TRS has not yet implemented; you cannot stop a conversion in progress.

_____	<input type="checkbox"/>
Date conversion was filed (MM/DD/YYYY): _____	

PART D: Please read the statement and sign and date below. If you are an agent/legal representative signing on the member's or beneficiary'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)
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