



INSTRUCTIONS

PLEASE READ CAREFULLY

As an in-service 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 elect to change your investment elections for your future QPP contributions and your past QPP accumulations four times each year. Investment election changes must be in 5% multiples. This flexibility applies to your existing balances as well as to any future contributions.

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 30 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. Your election(s) would supersede any previous elections filed with TRS. Any conversion of funds not yet completed would stop as of the date your new election takes effect.

Please note that any elections that you make on this form are valid only while you are in active service. If you resign or are terminated before your conversion is complete, the conversion of funds would stop as of your resignation/termination date.

NOTE TO MEMBERS WHO MAY RETIRE IN THE NEXT 12 MONTHS: Any conversion of funds that is not completed by your retirement date would stop as of that date; you may elect a new conversion on your retirement application.

Please retain a photocopy of this form for your records.

Please direct any questions about QPP 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 QPP contributions in any or all of TRS' Passport Funds. Investment election changes must be in 5% multiples.

The example below 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.)

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	%

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

In Part C: 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. Conversions of values less than \$1,000 will occur at the rate of \$83.33 per month until the conversion is completed. This election would supersede all prior elections. Any conversions not yet completed would stop as of the date your new election takes effect. 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	3 6
40 45 50 55 60 65 70	Diversified Equity Inflation Protection	Diversified Equity Inflation Protection	9 12
75 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.
- 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 QPP accumulations that is in progress, without electing a new conversion.

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

QPP INVESTMENT ELECTION CHANGE FORM
FOR IN-SERVICE 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 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 QPP contributions** invested. Your elections must be in 5% multiples and must total 100%. **If you do not complete this section, your future contributions 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 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:
	5 10 15 20 25 30 35	Fixed Return International Equity	Fixed Return International Equity	3 6
	40 45 50 55 60 65 70	Diversified Equity Inflation Protection	Diversified Equity Inflation Protection	9 12
	75 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:
	5 10 15 20 25 30 35	Fixed Return International Equity	Fixed Return International Equity	3 6
	40 45 50 55 60 65 70	Diversified Equity Inflation Protection	Diversified Equity Inflation Protection	9 12
	75 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:
	5 10 15 20 25 30 35	Fixed Return International Equity	Fixed Return International Equity	3 6
	40 45 50 55 60 65 70	Diversified Equity Inflation Protection	Diversified Equity Inflation Protection	9 12
	75 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:
	5 10 15 20 25 30 35	Fixed Return International Equity	Fixed Return International Equity	3 6
	40 45 50 55 60 65 70	Diversified Equity Inflation Protection	Diversified Equity Inflation Protection	9 12
	75 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:
	5 10 15 20 25 30 35	Fixed Return International Equity	Fixed Return International Equity	3 6
	40 45 50 55 60 65 70	Diversified Equity Inflation Protection	Diversified Equity Inflation Protection	9 12
	75 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:
	5 10 15 20 25 30 35	Fixed Return International Equity	Fixed Return International Equity	3 6
	40 45 50 55 60 65 70	Diversified Equity Inflation Protection	Diversified Equity Inflation Protection	9 12
	75 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:
	5 10 15 20 25 30 35	Fixed Return International Equity	Fixed Return International Equity	3 6
	40 45 50 55 60 65 70	Diversified Equity Inflation Protection	Diversified Equity Inflation Protection	9 12
	75 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:
	5 10 15 20 25 30 35	Fixed Return International Equity	Fixed Return International Equity	3 6
	40 45 50 55 60 65 70	Diversified Equity Inflation Protection	Diversified Equity Inflation Protection	9 12
	75 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:
	5 10 15 20 25 30 35	Fixed Return International Equity	Fixed Return International Equity	3 6
	40 45 50 55 60 65 70	Diversified Equity Inflation Protection	Diversified Equity Inflation Protection	9 12
	75 80 85 90 95 100	Balanced Socially Responsive Equity	Balanced Socially Responsive Equity	

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

_____	<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 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) _____

These elections will be reflected on subsequent statements issued by TRS. Your elections for future contributions are also reflected in the Monthly Account Statements found on our website.