



## INSTRUCTIONS

PLEASE READ CAREFULLY

As a retired TRS member who is receiving a monthly annuity under the Tax-Deferred Annuity (TDA) Program, you may file this form to allocate how your TDA funds are invested in any or all of TRS' Passport Funds as listed below:

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

You may change your TDA 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 TDA accumulations are invested.

Returns for the Passport Funds other than the Fixed Return Fund may vary monthly. Therefore, investing some or all of your TDA 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 TDA annuity 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.

TDA annuitants may use this form to make investment election changes for their TDA funds only. Members with TDA Deferral status may not file this form; they may change their investment elections on a quarterly basis by filing a "TDA Investment Election Change Form" (code TD45). Retired Tiers I/II members who want to change the way their retirement allowance funds in the Qualified Pension Plan (QPP) are invested must file a "Retiree's QPP Investment Election Change Form" (code RP8).

**In Part A:** All information must be provided. 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 “Member’s Change of Address Form” (code DM13).

**In Part B:** You may convert your past TDA 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	Bond Socially Responsive Equity	Bond 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.

**TDA ANNUITANT'S INVESTMENT ELECTION  
CHANGE FORM**



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:** All information must be provided.

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"/>
			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"/>

Please keep your personal information with TRS up to date. We will update our records based on the information you provide above, so *do not enter a temporary address*; instead, TRS suggests that you consult the U.S. Postal Service about having your mail forwarded on a temporary basis. To register any changes to your permanent address (and/or phone number), please access our website or file a "Member's Change of Address Form" (code DM13) with TRS.

If you are providing new information above, please indicate the effective date:   /   /

**PART B:** Please complete this section to designate the percentage of your 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:
	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	Bond Socially Responsive Equity	Bond 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	Bond	Socially Responsive Equity	Bond	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	Bond	Socially Responsive Equity	Bond	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	Bond	Socially Responsive Equity	Bond	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	Bond	Socially Responsive Equity	Bond	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	Bond	Socially Responsive Equity	Bond	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	Bond	Socially Responsive Equity	Bond	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	Bond	Socially Responsive Equity	Bond	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	Bond	Socially Responsive Equity	Bond	Socially Responsive Equity		

**PART C:** Please read the following, and then sign and date this form.

*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 (M/D/Y) \_\_\_\_\_

