



As a retired 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
- Sustainable Equity Fund
- U.S. Equity Index Fund
- International Equity Index Fund

You may change your QPP 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 QPP accumulations are invested.

The Fixed Return Fund's return is built into your retirement allowance payments. Therefore, if you invest all of your Annuity Savings and ITHP funds in the Fixed Return Fund, the amount of your retirement allowance payments would remain steady from month to month.

Returns for the Passport Funds other than the Fixed Return Fund may vary monthly. Therefore, investing some or all of your Annuity Savings and ITHP 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 retirement allowance payments. Performance data for the Passport Funds is available on our website.

Investment election changes take effect on the following quarterly start 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 start date that occurs at least 60 days after TRS receives your form. For example, forms received on May 1 would take effect on July 1, but forms received on May 2 (59 days before July 1) would not take effect until October 1. In the month before your investment elections take effect, TRS will send you an acknowledgment letter verifying the election choices you made on this form.

Tiers I/II retirees may use this form to make investment election changes for their QPP retirement allowance only. Other investment elections are not permitted on this form.

If you require additional assistance, please contact our Member Services Center at 1 (888) 8-NYC-TRS.

**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 minimum conversion percentage is 10%, and the minimum duration is 3 months.

The example below illustrates how to complete Part B in order to move 50% of your funds from the Diversified Equity Fund to the International Equity Fund over a period of 6 months. (This is only an illustration, not a recommendation.)

With this move, half the money currently invested in your Diversified Equity Fund account would be moved to the International Equity Fund in 6 monthly installments. The other half of the investment in the Diversified Equity Fund would remain in that fund. Any investments in the other Passport Funds would also remain invested as is.

Move out of my <b>Diversified Equity Fund:</b>		
____%	to Fixed Return Fund	over ____ months
____%	to Balanced Fund	over ____ months
<b>50%</b>	to International Equity Fund	over <b>6</b> months
____%	to Sustainable Equity Fund	over ____ months
____%	to U.S. Equity Index Fund	over ____ months
____%	to International 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.
- The minimum percentage that you may convert is 10%.
- To convert funds from an investment program, you must have funds available in that investment program.
- Once started, conversions cannot be stopped.
- 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 must sign and date this form.

**RETIREE'S QPP INVESTMENT ELECTION CHANGE FORM**  
**FOR 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 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.	TR 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:** 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%, but not less than 10%) and a number of months (3, 6, 9, or 12) over which the conversion occurs.

Move out of my <b>Fixed Return Fund:</b>		
____%	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 <b>Diversified Equity Fund:</b>		
____%	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 <b>Balanced Fund:</b>		
____%	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 <b>International Equity Fund:</b>		
____%	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

Remember to write both a percentage (a multiple of 5%, but not less than 10%) and a number of months (3, 6, 9, or 12).

Move out of my <b>Sustainable Equity Fund</b> :		
____%	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 <b>U.S. Equity Index Fund</b> :		
____%	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 <b>International Equity Index Fund</b> :		
____%	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:** 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)