CT TEACHERS' RETIREMENT BOARD
165 CAPITOL AVENUE HARTFORD, CT 06106-1673
Toll Free 1 (800) 504-1102 Local (959) 867-6333 Fax (860) 241-9295
"An Affirmative Action/Equal Opportunity Employer"
www.ct.gov/trb

DIRECT ROLLOVER/TRUSTEE TO TRUSTEE TRANSFER REQUEST FORM FOR THE PURCHASE OF PERMISSIVE SERVICE CREDIT

The Connecticut Teachers' Retirement Board (CTRB) is a qualified plan under Section 401(a) of the Internal Revenue Code. These funds are being used for the purchase of documented Prior Connecticut Teaching Service or Additional Credited Service provided that CTRB has issued an invoice for such service to the member and the completed and signed invoice accompanies this form.

Rollover checks must be payable to CTRB for the Benefit Of (*Member's Name*) and be comprised of solely pre-tax funds. Rollover checks must be for the exact amount of the purchase or must be accompanied by either a) additional funds (either additional rollover checks and/or the member's personal payment) necessary to complete the purchase, or b) authorization to use funds in the member's Voluntary or Supplemental Account to complete the purchase. Payments received that are not in compliance with our payment terms will be returned to the member.

This form must accompany all direct rollovers and trustee to trustee transfers submitted to CTRB.

SECTION A: TO BE COMPLETED BY MEMBER

I request a direct rollover/trustee to trustee transfer of my funds in the amount of $_______________to the CTRB under the provisions of the Internal Revenue Code.

Member's Name		Social Security # (Full Number Required)
Mailing Address		Telephone Number
Member's Signature	Date Signed	Email Address

SECTION B: MEMBER MUST PROVIDE THIS FORM TO THE CURRENT CUSTODIAN/TRUSTEE (NOT CTRB) FOR COMPLETION – Section B must be completed by the current Custodian/Trustee of the account from which the funds are to be transferred from. The current Custodian/Trustee may also require you to complete their own documentation in order to transfer the funds to CTRB.

Please note if a Letter of Acceptance is required by the Current Custodian or Plan Administrator. *(check one):*

☐ A Letter of Acceptance from the CTRB is required to complete the direct rollover or transfer

☐ No Letter of Acceptance is required from the CTRB, the rollover / transfer only requires authorization from the account holder

If the current authorized signer is unable to sign prior to receiving a LOA from the CTRB please complete the information requested below without a signature. Note: a signed copy of the form must be sent to the CTRB with the funds in order to be accepted.

The current Custodian/Trustee approves this request and will transfer the funds as a tax-free exchange under Section 402 of the Internal Revenue Code. The distribution source of this direct rollover/trustee to trustee transfer is *(check one):*

☐ Another Qualified Employer Plan I.R.C. 401(a)

☐ Profit Sharing Plan I.R.C. 401(k)

☐ Individual Retirement Account (IRA) I.R.C. 408

☐ Deferred Compensation I.R.C. 457

☐ 403(b) Annuity or 403(b) Custodial Account

Current Custodian/Trustee Name (Not CTRB)		Account Number
Mailing Address		Telephone Number
Signature of Representative (Not Member)	Title	Date Signed

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Policy Regarding Transfers from Members' 403(b) or Governmental 457 Plans To Connecticut Teachers' Retirement Board for the Purchase of Service

Amounts transferred from members' 403(b) or governmental 457 plans to pay for the purchase of service must be for either a) the exact amount of the cost of service, or b) the remaining unpaid balance of the cost, in the event that the member has already submitted other funds (such as a personal check, or the authorization to transfer funds from the voluntary or supplemental account) to pay for the service. Transfers that do not meet this criteria, or that are late, will not be applied to the purchase of service or retained by the CTRB, but will be returned to the member.

Transfer checks should be made payable to the CTRB FBO (for the benefit of) the Member. Members who are paying for the total cost of the service with a combination of such a transfer and a personal check should obtain the transfer check from the plan custodian as opposed to having the custodian send it directly to the CTRB. The member should then submit both the transfer check and the personal check to the CTRB together as a single payment to ensure the timely completion of the purchase.