



CT TEACHERS' RETIREMENT BOARD

165 CAPITOL AVENUE HARTFORD, CT 06106-1673
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TO: School Human Resources, Payroll and Business Officials

FROM: Keith Petit, Fiscal Administrative Manager, CT Teachers' Retirement Board (CTRB)

DATE: August 4th, 2021

SUBJECT: 2021-22 Electronic Funds Transfer (EFT) and Transmittal File Due Dates

EFT AND TRANSMITTAL FILE DUE DATES FOR LOCAL SCHOOL DISTRICTS SCHOOL YEAR 2021-2022

MONTH COVERED	DUE DATE
September 2021	Thursday, October 7 th , 2021
October 2021	Friday, November 5 th , 2021
November 2021	Tuesday, December 7 th , 2021
December 2021	Friday, January 7 th , 2022
January 2022	Monday, February 7 th , 2022
February 2022	Monday, March 7 th , 2022
March 2022	Thursday, April 7 th , 2022
April 2022	Friday, May 6 th , 2022
May 2022	Tuesday, June 7 th , 2022
June 2022	Friday, July 8 th , 2022

Important Notes:

- CTRB must receive both the EFT and the transmittal file no later than the fifth business day of the following month. An interest charge of 9% per year will be applied if CTRB does not receive either the members' contributions or the transmittal by the due date.
- Make sure that you are using the CTRB assigned three-digit town code (without the number sign) on your EFT transmission to our bank, and that it matches the same three-digit town number you are using on your transmittal file.
- The EFT need only be a single dollar amount transferred from your bank to our bank. It is not necessary to allocate your deposit by Regular, Health Fund, Voluntary and Service Contract payments. The transmittal will determine this allocation.
- Questions or concerns can be sent to TRB.Fiscal@ct.gov. Software manuals and training materials are available online at <https://portal.ct.gov/TRB/Content/Employers/Employers-Menu>.

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