



TEACHERS' RETIREMENT BOARD
165 Capitol Avenue
Hartford CT 06106-1673

TO: School Business Officials

Cc: Transmittal Processors, Superintendents

DATE: September 14, 2023

SUBJECT: 2023-2024 Electronic Funds Transfer (EFT) and Transmittal File Due Dates and Contribution Schedule

EFT AND TRANSMITTAL FILE DUE DATES
FOR LOCAL SCHOOL DISTRICTS
SCHOOL YEAR 2023-2024

MONTH COVERED	DUE DATE
September 2023	October 6, 2023
October 2023	November 7, 2023
November 2023	December 7, 2023
December 2023	January 8, 2024
January 2024	February 7, 2024
February 2024	March 7, 2024
March 2024	April 5, 2024
April 2024	May 7, 2024
May 2024	June 7, 2024
June 2024	July 8, 2024

Important Notes:

- CT Teachers' Retirement Board (CTRB) must receive both the EFT and the transmittal no later than the fifth business day of the following month. For example, the due date for the September 2023 deductions and transmittal is October 6, 2023. 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 the three digit town code (without the number sign) on your EFT transmission to our bank is the same three digit town number you are using on your transmittal.
- 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.

PLEASE POST AND DISTRIBUTE TO PAYROLL/PERSONNEL STAFF