



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

TO: School Business Officials

Cc: Transmittal Processors, Superintendents

DATE: September 20, 2024

SUBJECT: 2024-2025 Electronic Funds Transfer (EFT) and Transmittal File Due Dates and Contribution Schedule

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**EFT AND TRANSMITTAL FILE DUE DATES**  
**FOR LOCAL SCHOOL DISTRICTS**  
**SCHOOL YEAR 2024-2025**

<b>MONTH COVERED</b>	<b>DUE DATE</b>
September 2024	October 7, 2024
October 2024	November 7, 2024
November 2024	December 6, 2024
December 2024	January 8, 2025
January 2025	February 7, 2025
February 2025	March 7, 2025
March 2025	April 7, 2025
April 2025	May 7, 2025
May 2025	June 6, 2025
June 2025	July 8, 2025

**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 2024 deductions and transmittal is October 7, 2024. 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.

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