



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

TO: School Business Officials

Cc: Transmittal Processors, Superintendents

DATE: September 15, 2025

SUBJECT: 2025-2026 Electronic Funds Transfer (EFT) and Transmittal File Due Dates and Contribution Schedule

**EFT AND TRANSMITTAL FILE DUE DATES
FOR LOCAL SCHOOL DISTRICTS
SCHOOL YEAR 2025-2026**

MONTH COVERED	DUE DATE
September 2025	October 7, 2025
October 2025	November 7, 2025
November 2025	December 5, 2025
December 2025	January 8, 2026
January 2026	February 6, 2026
February 2026	March 6, 2026
March 2026	April 8, 2026
April 2026	May 7, 2026
May 2026	June 5, 2026
June 2026	July 8, 2026

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 2025 deductions and transmittal is October 7, 2025. 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