



STATE OF CONNECTICUT  
TEACHERS' RETIREMENT BOARD  
765 ASYLUM AVENUE HARTFORD, CT 06105-2822  
Toll-Free 1-800-504-1102 (860) 241-8400 Fax (860) 241-9295 www.ct.gov/trb

**DIRECT ROLLOVER/TRUSTEE TO TRUSTEE TRANSFER REQUEST FORM**

The Connecticut Teachers' Retirement Board (CTRB) is considered to be a qualified plan under Section 401(a) of the Internal Revenue Code. CTRB will accept a direct rollover/trustee to trustee transfer of funds from an eligible plan under any one of the following conditions: 1) The member has separated from prior service or terminated employment with the former employer; 2) The 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; 3) The member has submitted a retirement application to CTRB with a retirement date in the current school year.

Rollover checks from any qualified plan for any purpose must be made payable to the CTRB For Benefit Of (the Member's name). Rollover checks from a 403(b) or governmental 457 plan that are being used for the purchase of service must be for the exact amount of the purchase, or must be accompanied by either a) additional funds (either additional rollover checks 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 without documentation or 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.

Reason for direct rollover/trustee to trustee transfer (select one):

- I have separated from service or terminated employment. I understand the amount of this direct rollover/ trustee to trustee transfer will be deposited into my Voluntary Account with CTRB.
- I wish to use these funds towards the purchase of documented Prior CT Teaching Service or Additional Credited Service. I have received an invoice from CTRB notifying me of the cost of this service with payment options AND this completed and signed invoice is attached. I understand that the amount of this direct rollover/trustee to trustee transfer may not exceed the cost of the service.
- I have submitted a Retirement Application to CTRB with a retirement date in the current school year. I understand that funds to be used for the purchase of an extra annuity must be received by CTRB no later than the effective date of my retirement.

Member's Name		Social Security #	
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. The current Custodian/Trustee may also require you to complete their own documentation in order to transfer the funds to CTRB.**

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)
- (non-Roth) Individual Retirement Account (IRA) I.R.C. 408
- Deferred Compensation I.R.C. 457
- 403(b) Annuity or 403(b) Custodial Account

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

All checks should be made payable to CTRB FBO: (Member's Name). Checks from a 403(b) or governmental 457 plan that are being used for the purchase of service must be sent to the member and not directly to CTRB. CTRB must receive these checks by the due date for the purchase of service or they will not be accepted. All other checks should be sent directly to CTRB at the above address.

## Transfers from Members' 403(b) or Governmental 457 Plans for Purchase of Service Policy



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"An Affirmative Action/Equal Opportunity Employer"  
[www.ct.gov/trb](http://www.ct.gov/trb)

### POLICY REGARDING ACCEPTANCE OF AMOUNTS TRANSFERRED TO THE CONNECTICUT TEACHERS' RETIREMENT BOARD (CTRB) FROM MEMBERS' 403(B) OR GOVERNMENTAL 457 PLANS TO PAY 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.

Personal checks for amounts less than the cost of the service will be deposited into the member's voluntary account, subject to all applicable policies regarding the voluntary account. Transfer checks for amounts less than the amount due for the cost of the service will be returned to the member.

This policy does not apply to members who have submitted a retirement application with a retirement date in the current school year.