



**CT TEACHERS' RETIREMENT BOARD**

765 ASYLUM AVENUE HARTFORD, CT 06105-2822  
Toll Free 1-800-504-1102 Local (860) 241-8400 Fax (860) 525-6018  
"An Affirmative Action/Equal Opportunity Employer"  
[www.ct.gov/trb](http://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 employer-sponsored plan under any one of the following conditions: 1) The member has separated from service or terminated employment with the employer sponsoring the plan; 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 attained the age of 59½.

Rollover checks from any qualified plan for any purpose must be payable to CTRB For the Benefit Of (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 either a) additional funds (either additional rollover checks and/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. CTRB will record amounts received as pre-tax funds unless they are reported as post-tax funds by the transferring custodian/trustee.

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 duty (terminated employment). I understand the amount of this direct rollover/ trustee to trustee transfer will be deposited into my Voluntary Account with CTRB.
- I am using these funds towards the purchase of service for which I have already been billed. I understand that CTRB must receive both the payment for such service and this completed form on or before the due date specified on the bill.
- I have attained the age of 59½.

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	



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**Policy Regarding Transfers from Members' 403(b) or Governmental 457 Plans  
To Connecticut Teachers' Retirement Board 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.