



### CT TEACHERS' RETIREMENT BOARD

165 CAPITOL AVENUE HARTFORD, CT 06106-1659  
Toll Free 1 (800) 504-1102 Local (959) 867-6333 Fax (860) 241-9295  
"An Affirmative Action/Equal Opportunity Employer"

[www.ct.gov/trb](http://www.ct.gov/trb)

## RETIREMENT ROLLOVER /TRUSTEE TO TRUSTEE TRANSFER REQUEST FORM FOR AN ADDITIONAL PRETAX ANNUITY AT RETIREMENT

The Connecticut Teachers' Retirement Board (CTRB) is a qualified plan under Section 401(a) of the Internal Revenue Code. These funds are being used for the purchase of an additional pretax annuity benefit at retirement. This form must be completed and received by the CTRB prior to funds being received or must accompany the rollover check for processing.

Rollover checks must be payable to "CTRB for the Benefit Of (*Member's Name*)" and be comprised of solely pretax funds. Checks must be post-marked no sooner than two months prior to and no later than the day prior to the member's effective retirement date. Payments received that are not in compliance with our payment terms will be returned to the member and risk not being accepted for annuitization prior to the member's effective retirement date. Funds will be placed in a non-interest-bearing account and are not treated as contributions as defined in section 10-183b of the general statutes.

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 retirement rollover account under the provisions of the Internal Revenue Code. I understand the pretax rollover funds will be used for a fixed lifetime annuity. The funds may be received within two months prior to retirement with an effective date of September 1, 2021, or later.

Member's Name		Social Security # (Full Number Required)	
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 from. The current Custodian/Trustee may also require you to complete their own documentation to transfer the funds to CTRB.

Please note if a Letter of Acceptance is required by the Current Custodian or Plan Administrator. (*check one*):

- A Letter of Acceptance from the CTRB is required to complete the direct rollover or transfer
- No Letter of Acceptance is required from the CTRB, the rollover / transfer only requires authorization from the account holder

If the current authorized signer is unable to sign prior to receiving a LOA from the CTRB please complete the information requested below without a signature. Note: a signed copy of the form must be sent to the CTRB with the funds to be accepted.

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

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

**Policy Regarding Transfers from Members' 403(b) or Governmental 457 Plans  
To Connecticut Teachers' Retirement Board for the Retirement Rollover Pretax Annuity Benefit**

Transfers that are not comprised of pre-tax funds from an acceptable plan type in the name of the retiring member, that are post marked sooner than sixty days before the effective retirement or arrive late post marked after the effective date of the retirement, will not be applied to the retirement rollover account, or retained by the CTRB, and will be returned to the member.

Transfer checks should be made payable to "CTRFB FBO (for the benefit of) *Member Name*". Checks for the benefit of a spouse or other dependent will not be accepted and will be returned the member.

The funds will be placed in a non-interest-bearing account prior to the effective date of retirement and will be annuitized for the full value of the received rollover. Funds rolled into the CTRB for the intent of an additional annuity benefit cannot be re-purposed to buy additional service or distributed back to the member as a refund distribution.