



**INSTRUCTIONS**  
**PLEASE READ CAREFULLY**

**BENEFITS OF TRS MEMBERSHIP**

This application will enable you to enroll as a member of the Teachers' Retirement System of the City of New York (TRS). TRS membership provides a wide range of benefits, including the following:

- A monthly retirement allowance through our Qualified Pension Plan (QPP) upon meeting certain age and service requirements;
- The opportunity to set aside additional funds for retirement on a pre-tax basis and invest them in a combination of investment plans through participation in our Tax-Deferred Annuity (TDA) Program;
- Low-interest loans from your QPP and/or TDA account(s) after just one year of TRS membership service or TDA participation, respectively;
- Death benefit coverage after just one year of membership service; and
- Disability coverage upon meeting certain requirements.

**ELIGIBILITY FOR TRS MEMBERSHIP**

**TRS membership is mandatory for you if one of the following is true:**

- You are appointed as a teacher or pedagogue in a public school maintained by the Department of Education of the City of New York (DOE);
- You are working at a participating Charter School that has elected TRS coverage for its employees; or
- You are appointed as a full-time instructional staff employee by the City University of New York (CUNY),\* and you are not a member of the Optional Retirement Program or you do not join the Optional Retirement Program within 30 days of your appointment.

If your TRS membership is mandatory, payroll deductions representing your 3% member contributions to the QPP would begin automatically. However, you must still submit a completed enrollment application (see page 2 for details).

**TRS membership is optional for you if one of the following is true:**

- You are appointed as an adjunct CUNY instructor;\* or
- You are a paraprofessional employed by the DOE in one of the following titles: Auxiliary Teacher, Bilingual Professional Assistant, Educational Assistant, Educational Associate, Family Assistant (A & B), Family Associate, Family Worker, Health Aide, Parent Program Assistant, or Teacher Aide.

If your TRS membership is optional, payroll deductions representing your 3% member contributions to the QPP would generally begin 60-90 days after TRS receives your enrollment application.

If you are a retired member of certain other New York City public retirement systems, you would not be eligible for TRS membership (see page 3 for details).

\*Note: If you are employed by the CUNY Research Foundation, you would not be eligible for TRS membership.

**ENROLLING IN TRS**

At the same time that you file this application, **you must also file** the following with TRS:

- “Designation of QPP Beneficiary Form” (code EN6), naming the recipient(s) of any death benefits that may be payable;
- Proof of your date of birth. (Note: Any date-of-birth documentation in a language other than English must be accompanied by a translation.)

The following items are considered acceptable date-of-birth documentation. Only ONE of the following is necessary; a photocopy is acceptable:

- Birth certificate;
- Passport; or
- Naturalization document.

If none of the above is available, then TWO of the following items are required; photocopies are acceptable:

- Affidavit of older relative;
- Baptismal certificate;
- Certificate of military record;
- Driver’s license;
- Government-issued identification; or
- Life insurance policy.

As previously mentioned, individuals in certain titles cannot initiate a TRS membership until they file an enrollment application. **However, filing an enrollment application, beneficiary form, and the necessary date-of-birth documentation are essential steps for all members, including those individuals whose TRS memberships begin automatically. Please note that you would be ineligible to receive many of the benefits of TRS membership until these documents are received. The information you provide will accomplish the following:**

- Enable you to select a beneficiary for your death benefit coverage as an in-service member;
- Help TRS determine your eligibility for certain plan benefits;
- Help TRS provide you with accurate account statements;
- Help TRS provide you with benefit estimates when you become eligible for retirement; and
- Help New York City determine the necessary funds to set aside for your retirement allowance.

As a Tier III or IV member of TRS, you will be required to contribute 3% of your gross salary toward your QPP account until you have 10 years of membership or credited service; at that point, your contributions will automatically stop. Your QPP contributions will be deducted from your paychecks and will be deposited into your Member Contributions Accumulation Fund (MCAF) account. Your contributions will earn 5% interest annually and, along with funding from your employer (*e.g.*, the DOE, an eligible Charter School, or CUNY), will partially fund your retirement allowance, provided that you meet service and age requirements.

Please note that, if your TRS membership is optional, TRS must have documentation verifying your employment. If you have such documentation, please submit it with this application. (Appropriate documentation includes a Human Resources System Finalized Personnel Transaction Form, a Certificate of Salary Status and Employee Profile, or a notice of appointment on official letterhead from your District Office or college.) If you do not, TRS would contact your employer to obtain it. Your enrollment cannot be considered final without this verification; however, your membership rights would be secured as of the date TRS receives your enrollment application.

**INFORMATION FOR IN-SERVICE MEMBERS OF OTHER NEW YORK CITY OR NEW YORK STATE RETIREMENT SYSTEMS**

If you are an in-service member and you want to transfer an eligible membership from another New York City or New York State retirement system to TRS, you must file this application and notify your previous retirement system. Your previous retirement system is responsible for transferring your service credit and member accumulations to TRS.

You may transfer your membership from the following eligible retirement systems: the New York City Board of Education Retirement System (BERS), the New York City Employees' Retirement System (NYCERS), the New York State Teachers' Retirement System (NYSTRS), and the New York State and Local Employees' Retirement System.

Initially, you would be enrolled in TRS as a Tier IV member, even if you were a Tier I, II, or III member in your previous retirement system. TRS would make any necessary adjustments to your tier status after your transfer is completed.

**INFORMATION FOR RETIRED MEMBERS OF OTHER NEW YORK CITY OR NEW YORK STATE RETIREMENT SYSTEMS****Retired Tiers I/II Members of NYCERS or BERS:**

If you are a Tier I or II retiree from either NYCERS or BERS, **you may transfer your membership to TRS** with the following restrictions:

If you have not yet received a retirement allowance payment(s) from your previous system or you are on deferred payability, your retirement application from your prior system would be considered withdrawn. You would have no minimum service requirement following the transfer before becoming eligible for a (potentially higher) TRS retirement benefit.

If you have already received a retirement allowance payment(s) from your previous system, you would also be eligible to transfer your membership to TRS. However, you must first suspend your retirement allowance from your previous system. In addition, you must repay your prior system any retirement allowance payment(s) that you have received. Your transfer would be permitted after the repayment is verified by TRS.

In all cases, the tier membership you held in your previous retirement system would also transfer as part of the process. However, you would be considered a Tier IV TRS member until the transfer process is completed, even if you were a Tier I or II member in your previous retirement system. TRS would make any necessary adjustments to your tier status after your transfer is completed.

**Retired Members (All Tiers) of NYSTRS, the New York State and Local Employees' Retirement System, or the New York State and Local Police and Fire Retirement System:**

If you are a retired member of NYSTRS, the New York State and Local Employees' Retirement System, or the New York State and Local Police and Fire Retirement System, **you must suspend your retirement allowance from your previous system** and provide documentation to TRS with this enrollment application confirming the suspension before you can be granted TRS membership. (Please note that **you may not transfer your membership to TRS**; instead, you would maintain the two memberships separately.) If you later choose to reinstate your retirement allowance with your previous system, you must notify TRS immediately. In such a case, you would be unable to receive any additional service credit from TRS, and your membership rights may be affected.

If you retire from your new position after you have attained vested rights with TRS, you may be eligible to receive a retirement allowance from both your previous retirement system and TRS, depending on your tier status.

**Retired Tiers III/IV Members of NYCERS or BERS and Retired Members (All Tiers) of the New York City Fire Department Pension Fund or the New York City Police Pension Fund:**

If you are a retired member of one of the retirement systems named above, **you would not be eligible for TRS membership.** Therefore, you are not required to contribute to the QPP. If member contributions are being deducted from your paycheck, we recommend that you contact our Member Services Center by calling 1 (888) 8-NYC-TRS. You may retain your current retirement allowance and work in public employment in New York State or any of its political subdivisions (e.g., New York City) according to the provisions of Section 212 of the Retirement and Social Security Law (RSSL) of New York State. For further information, please refer to the *Earnings After Retirement* brochure (code 9.3), which you may obtain by visiting our website at [www.trs.nyc.ny.us](http://www.trs.nyc.ny.us) or by calling the above phone number and selecting Option 3 on the TRS Service Line's main menu.

**ADDITIONAL NOTES**

You must complete Parts A, B, and the applicable items in Parts C or D of this application. You must also have Part E of this application notarized. Please make a copy of this completed application for your records.

It is important to keep beneficiary information updated at all times. As a TRS member, you may view your QPP beneficiary(ies) information through the "Beneficiary Designation(s)" feature of our website at [www.trs.nyc.ny.us](http://www.trs.nyc.ny.us), accessed through the "My TRS Account" section. However, if you want to change your designations or update the address information for your beneficiary(ies), you must file a new hardcopy "Designation of QPP Beneficiary Form" (code EN6). Please keep TRS informed of your own address changes by accessing our "Change of Address" feature, which is available through the "My TRS Account" section of our website; by filing a hardcopy "Member's Change of Address Form" (code DM13); or by noting the change on any other TRS form you are filing that requires notarization. You may obtain forms by visiting our website or by calling 1 (888) 8-NYC-TRS and selecting Option 3 on the TRS Service Line's main menu.

Additionally, we recommend that you contact TRS if you plan to separate from service or take a leave of absence to determine how it may affect your membership rights and benefits.

If you have any questions about TRS membership, please contact our Member Services Center at the above phone number. Our representatives are trained to respond to your inquiries.

# TEACHERS III/IV ENROLLMENT APPLICATION

FOR MEMBERS JOINING TRS ON OR AFTER JULY 27, 1976



TEACHERS' RETIREMENT SYSTEM  
OF THE CITY OF NEW YORK (TRS)  
55 Water Street, New York, NY 10041

Please read the instructions before completing this application.

(NOTE: Please print in black or blue ink, and initial any changes that you make on this application.)

**PART A:** All information must be provided below.

First Name	MI	Last Name	Social Security Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> - <input type="text"/> - <input type="text"/>
Permanent Home Address	Apt. No.		Home Phone Number
<input type="text"/>	<input type="text"/>		( <input type="text"/> <input type="text"/> <input type="text"/> ) <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
City	State	Zip Code	Work Phone Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	( <input type="text"/> <input type="text"/> <input type="text"/> ) <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Date of Birth (M/D/Y)  /  /

(Reminder: You must submit date-of birth documentation with this application; see page 2 of the instructions for acceptable documentation.)

Gender:  Male  Female

**PART B:** Please complete the following information about your employment.

Employer: <input type="checkbox"/> Department of Education	<input type="checkbox"/> Charter School	<input type="checkbox"/> City University of New York
School Name	Department of Education File Number (if applicable)	
<input type="text"/>	<input type="text"/>	
School Address	Payroll Title	
<input type="text"/>	<input type="text"/>	
City	State	Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>

Appointment Date (M/D/Y)  /  /  Annual Salary (Rounded to the nearest dollar)  
\$

Have you previously been a member of TRS? If "Yes," write your previous TRS membership number below:

**PART C:** If you are now a member or have been a member of any other New York City or New York State public retirement system, or of the Optional Retirement Program, please complete this section.

[Note: If you have never been a member of any other New York City or New York State public retirement system, or of the Optional Retirement Program, please do not complete Part C. Please instead complete Part D on the following page.]

Name of your current retirement system:

Membership number in your current retirement system:

Name of your former retirement system:

Membership number in your former retirement system:

Membership dates in your former retirement system (M/D/Y):

From:   /   /   To:   /   /

Did you retire from your former retirement system?  Yes  No

**If "No," do not complete the remainder of Part C. Please proceed to Parts D and E.**

**If "Yes," please complete the remainder of Part C.**

What was your effective retirement date? (M/D/Y):   /   /

Have you suspended your retirement allowance?  Yes  No

**If "No," you cannot enroll in TRS at this time. Please see page 3 of the instructions for details.**

**If "Yes," on what date was your retirement allowance suspended? (M/D/Y):**   /   /

*I have read the instructions for filing the "Tiers III/IV Enrollment Application" and I acknowledge my rights as they relate to my previous membership and to my tier status.*

*As a retired member of the \_\_\_\_\_ Retirement System, I have suspended my retirement allowance so that I may enroll in TRS.*

*If I am a Tier I or II member of NYCERS or BERS, I understand that I am eligible to transfer my membership to TRS; however, I must first suspend my retirement allowance from my previous system. I must also repay my prior system any retirement allowance payment(s) that I have received. I also understand that TRS will verify the repayment before my transfer is permitted.*

*I further understand that I must provide TRS with documentation with this enrollment application verifying the retirement allowance suspension from my previous retirement system. I am aware that TRS will verify my previous membership information. Additionally, I understand that I must immediately notify TRS if my retirement allowance from my previous retirement system is reinstated, and that upon reinstating my allowance from my previous system, I would be unable to receive any additional service credit from TRS, and my membership rights may be affected.*

