



STATE OF CONNECTICUT
TEACHERS' RETIREMENT BOARD
21 GRAND STREET HARTFORD, CT 06106-1500
Toll-Free 1-800-504-1102 (860) 241-8429 Fax (860) 525-6018 www.state.ct.us/trb

TO: School Business Officials

FROM: John W. Coughlin, Jr., Accounting Manager

DATE: October 31, 2001

SUBJECT: Name & Address Changes for Active Teachers and Reporting Unit Key Contact Information

We realize that the new Managed Membership System (MMS) can only be as accurate as the data we receive. The employer must process all changes in name or address for active members of the Teachers' Retirement System. With annual statements soon to be mailed to over 46,000 active participants of the system, we expect to receive many requests to change either their name or address. This demographic information is captured by TRB from transmittals received monthly from the local school districts.

If an address change is received and updated by TRB personnel and not by local school district personnel, the next time the transmittal is sent, the old address will be updated on the member's account. Therefore, all active member address changes received by the Teachers' Retirement Board will be forwarded to the local school district or employer for inclusion on the next transmittal.

Please note that the "Address Effective Date" field requires special consideration. If the transmittal file is created with the transmittal file reporting software, the field will be populated with the current date each time a new member is inserted. For subsequent transmittals, the software copies the last date. This date has to be changed manually only in response to an address change. **If you are changing a member's address and the "Address Effective Date" field is left blank, the address will not be updated.**

School districts that produce the transmittal file from their own system should be sure to populate the "Address Effective Date" field with the effective date of the address change in order for the change to be updated.

After a cooperative effort by all school districts, we were able to collect the key contact information during our data collection conversion. Once again, our thanks to you for your efforts. Since that time, however, we realize there has been a considerable amount of turnover at the local school district level. Therefore, we seek your assistance in providing us with the name, phone number and e-mail address of key TRB contact personnel employed by your local school district.

Please complete the enclosed **Reporting Unit Key TRB Contact Personnel Information** form and return it to this office, preferably by fax, **on or before November 15, 2001**. Be sure to notify us of any subsequent personnel changes as soon as possible either by fax or by e-mail @ john.coughlin@po.state.ct.us.

This notice should be posted and the information made available to all staff members who have the responsibility of remitting monthly transmittals to the Teachers' Retirement Board.

Specific questions concerning this memorandum should be directed to the Accounting Manager of the Teachers' Retirement Board at (860) 241-8429.



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TO:
 State of Connecticut Teachers' Retirement Board
 Fax (860) 525-6018

FROM:
 Reporting Unit Name _____ CTRB District Code _____
 Mailing Address _____

Reporting Unit Key TRB Contact Personnel Information

Key Contact	Name	Phone	E-mail Address
<i>Superintendent</i>			
<i>Business Manager</i>			
<i>Health Insurance</i>			
<i>Transmittal Processor</i>			

Please complete and return this form to TRB, preferably by fax, **on or before November 15, 2001.**

Be sure to notify this office of any subsequent personnel changes as soon as possible either by fax or by e-mail @ john.coughlin@po.state.ct.us.