



CT TEACHERS' RETIREMENT BOARD
765 ASYLUM AVE HARTFORD, CT 06105
Toll-Free 1-800-504-1102 (860) 241-8429 Fax (860) 241-9295 www.ct.gov/trb

TO: School Business Officials
DATE: September 2, 2015
SUBJECT: 2015-2016 Electronic Funds Transfer (EFT) and Transmittal File Due Dates and Contribution Schedule

**EFT AND TRANSMITTAL FILE DUE DATES
FOR LOCAL SCHOOL DISTRICTS
SCHOOL YEAR 2015-2016**

MONTH COVERED	DUE DATE
September 2015	October 7, 2015
October 2015	November 6, 2015
November 2015	December 7, 2015
December 2015	January 8, 2016
January 2016	February 5, 2016
February 2016	March 7, 2016
March 2016	April 7, 2016
April 2016	May 6, 2016
May 2016	June 7, 2016
June 2016	July 8, 2016

Important Notes:

- Teachers' Retirement Board (TRB) must receive both the EFT and the transmittal no later than the fifth business day of the following month. For example, the due date for the September 2015 deductions and transmittal is October 7, 2015. An interest charge of 9% per year will be applied if TRB does not receive either the members' contributions or the transmittal by the due date.
- Make sure that the three digit town code (without the number sign) on your EFT transmission to our bank is the same three digit town number you are using on your transmittal.
- The EFT need only be a single dollar amount transferred from your bank to our bank. It is not necessary to allocate your deposit by Regular, Health Fund, Voluntary and Service Contract payments. The transmittal will determine this allocation.

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