



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: August 23, 2016  
SUBJECT: 2016-2017 Electronic Funds Transfer (EFT) and Transmittal File Due Dates and Contribution Schedule

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**EFT AND TRANSMITTAL FILE DUE DATES  
FOR LOCAL SCHOOL DISTRICTS  
SCHOOL YEAR 2016-2017**

<b>MONTH COVERED</b>	<b>DUE DATE</b>
September 2016	October 7, 2016
October 2016	November 7, 2016
November 2016	December 7, 2016
December 2016	January 9, 2017
January 2017	February 7, 2017
February 2017	March 7, 2017
March 2017	April 7, 2017
April 2017	May 5, 2017
May 2017	June 7, 2017
June 2017	July 10, 2017

**Important Notes:**

- CT Teachers' Retirement Board (CTRB) 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 2016 deductions and transmittal is October 7, 2016. An interest charge of 9% per year will be applied if CTRB 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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