



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.ct.gov/trb

December 4, 2006

TO: Business Managers and Transmittal Processors

This memorandum is to clarify the reporting requirements to add a new member to the Teachers' Retirement System.

A new member is to be added to the electronic monthly transmittal that is submitted to the Teachers' Retirement Board (TRB) by the fifth business day of each month. TRB no longer uses the hard-copy Membership Application form.

The Membership Application form was also used for the designation of beneficiaries. This is now done via the Active Teacher Beneficiary Form (last revised in September 2004) which is available on our website (www.ct.gov/trb) and which must be submitted in hard-copy form (faxed signatures are not acceptable for this form).

In addition to the Active Teacher Beneficiary form, employers are required to submit a copy of Social Security Administration form SSA-1945 (Statement Concerning Your Employment in a Job Not Covered by Social Security) to TRB.

Let me know if you have questions.

Louis Laccavole
Fiscal Administrative Supervisor

NewMemberMemo