

**INSTRUCTIONS**
PLEASE READ CAREFULLY

- Please complete this form only if you wish to repay one or more of your outstanding and/or defaulted Tax-Deferred Annuity (TDA) Program loans in a lump sum. (If you wish to repay one or more of your outstanding Qualified Pension Plan (QPP) loans, you must file a "QPP Loan Repayment Request Form" (code LO11q).)
- *Please note:* Internal Revenue Service (IRS) regulations no longer allow outstanding loan balances to be combined with new loans. Instead, any new loan requested would be treated as a separate loan, and each loan balance would be subject to the interest, applicable insurance charges, and repayment terms in effect when the loan is issued.
- In Part B, you must provide your TDA membership status, indicate whether you wish to repay an outstanding and/or defaulted TDA loan(s), and provide all applicable loan numbers. If you are annuitizing your TDA funds, please provide your TDA annuitization date in the space indicated.
- Upon receipt of this form, TRS will calculate the total amount(s) required for a lump-sum repayment(s) of your TDA loan(s) and send you an explanatory letter(s).
- If you wish to repay an outstanding and/or defaulted TDA loan(s) in conjunction with annuitizing your TDA funds, TRS would calculate your repayment balance as of your planned annuitization date.
- For additional information on TDA loan repayment and default, please consult the *TDA Loans* brochure.
- For your convenience, TRS forms and publications are available on our website. If you require additional assistance, we encourage you to contact our Member Services Center at 1 (888) 8-NYC-TRS.



Please read the instructions on page 1 before completing this form.

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

PART A: All information must be provided.

First Name	MI	Last Name	Social Security Number (last 4 digits only)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="text"/> <input checked="" type="text"/> <input checked="" type="text"/> - <input checked="" type="text"/> <input checked="" type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Permanent Home Address	Apt. No.		TRS Membership/Retirement Number
<input type="text"/>	<input type="text"/>		<input type="text"/>
City	State	Zip Code	Primary Phone Number (Check one: <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile)
<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"/>
			Alternate Phone Number (Check one: <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile)
			(<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"/>

Please keep your personal information with TRS up to date. We will update our records based on the information you provide above, so *do not enter a temporary address*; instead, TRS suggests that you consult the U.S. Postal Service about having your mail forwarded on a temporary basis. To register any changes to your permanent address (and/or phone number), please access our website or file a "Member's Change of Address Form" (code DM13) with TRS.

If you are providing new information above, please indicate the effective date: / /

PART B: Please complete the following and sign and date below.

My TDA membership status is: (Check only ONE box below)

Active
 On leave
 TDA Deferral Status
 I intend to annuitize my TDA funds on _____ (M/D/Y)

I want to repay the **outstanding balance(s)** of the following **TDA loan(s)**:

Loan No.: _____
 Loan No.: _____
 Loan No.: _____
 Loan No.: _____
 Loan No.: _____

AND/OR

I want to repay the **defaulted balance(s)** of the following **TDA loan(s)**:

Loan No.: _____
 Loan No.: _____
 Loan No.: _____
 Loan No.: _____
 Loan No.: _____

MEMBER'S SIGNATURE _____ DATE (M/D/Y) _____