

G _____
Last 4 Digits of SSN Employee Identification Number

You may submit this form via email to brespon@bers.nyc.gov.
You may also submit this form via fax to (718) 935-4124 or (718) 935-3830.

Prefix

Mr Mrs Ms Miss Other _____

Name	M.I.	Last Name

Home/Legal Address	Apt. No.

City	State	Zip Code

Please select the appropriate box for the above address.
Check one: Permanent Address Temporary Address

Mailing Address (if different from above)	Apt. No.

City	State	Zip Code

Primary Telephone Number	Secondary Telephone Number
<input type="checkbox"/> Is this a Cell # <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Is this a Cell # <input type="checkbox"/> Yes <input type="checkbox"/> No

REQUIRED - Primary Email Address	Secondary Email Address

OFFICIAL DATE OF RECEIPT

**BERS
USE ONLY**

Processing Date

2023 TDA INVESTMENT CHANGE



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CONTRIBUTION RATE

You may contribute between 1% and 85% of your salary to the TDA Program. Your TDA deductions are based on your contribution rate. Any increase in your pay will result in a higher dollar amount deducted from your paycheck. %

FUTURE CONTRIBUTIONS* (SEE NOTE BELOW)

I elect to change my Future Contributions to the TDA Program as indicated on the right:

FIXED %

VARIABLE %

TOTAL %

The Fixed and Variable portions must be elected in 5% increments and must total 100%.

PAST CONTRIBUTIONS

I elect to convert my Past Contributions over 3 months 12 months as indicated here:

FROM FIXED TO VARIABLE %

OR

FROM VARIABLE TO FIXED %

STOP CONVERSION

I elect to stop the ongoing conversion of my past contributions between the Fixed and Variable Programs.

STOP CONTRIBUTION* (SEE NOTE BELOW)

I elect to stop my current contributions to the TDA Program by checking the box on the right and by my signature below. An election to stop contributions will take up to 60 days to become effective.

***NOTE:** Please allow approximately 30 days for your election to take effect. For employees on a summer pay schedule, elections may take up to 12 weeks to be processed. Please plan accordingly.

ACKNOWLEDGEMENT

I hereby acknowledge that the above elections relating to my participation in the BERS Tax Deferred Annuity Program are correct and confirmed with my signature below. In addition, I understand that any investment changes to my contributions in either the Fixed or Variable Programs must be made at least 30 days before the beginning of a calendar quarter, and that such changes can be made once per quarter. I understand that this election supersedes any current ongoing conversion that I previously elected.

Signature REQUIRED _____ Date _____

State of _____ County of _____

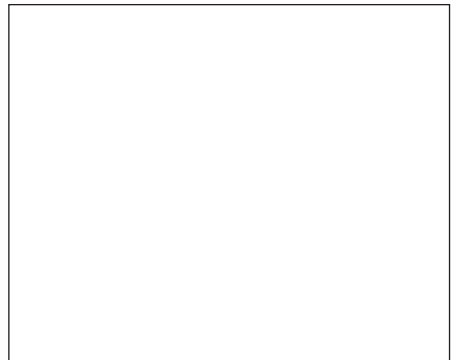
On this _____ day of _____ in the year 20 _____

personally appeared before me the said _____

to me known to be the individual described in and who executed the foregoing document, and he (she) duly acknowledged to me that he (she) executed the same, and the statements contained therein are true.

Signature of Notary Public or Commissioner of Deeds

Affix official seal in the box below



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2023 TDA INVESTMENT CHANGE INSTRUCTION SHEET

Please review your name, address, and other information for accuracy and notify the Board of Education Retirement System (BERS) if any changes are necessary.

2023 DOLLAR LIMIT — This is the maximum dollar limit you can contribute to the BERS Tax Deferred Annuity (TDA) Program in 2023. Generally, the maximum contribution amount for 2023 is the lesser of 85% of compensation or \$22,500. Those eligible for catch-up contributions (see TDA Booklet) may contribute as much as \$3,000 in 2023 above the \$22,500 limit and are limited to a lifetime total of \$15,000. Members age 50 or older are eligible to contribute an additional \$7,500 in 2023.

CONTRIBUTION RATE - Enter the whole number percentage of your salary that you would like to contribute to the TDA Program. This rate will be applied to your salary, after pension deductions and before taxes are taken, to determine your contribution amount. Use the worksheet Determining Your Contribution Percentage included in the TDA Booklet to assist you in estimating your contribution rate.

You may contribute between 1% and 85% of your salary, limited by your 2023 dollar limit.

FUTURE CONTRIBUTIONS - If you wish to make a change in the allocation of your future contributions, fill in the desired percentages. Future contributions can be split between the Fixed and the Variable Programs and must be in whole percentages (in multiples of 5%). The total percentages must equal 100% or your election cannot be honored. In that case, the form will be returned to you and your previous election will remain in effect until a corrected form is received. All TDA loan payments are credited to your account according to your election for future contributions.

PAST CONTRIBUTIONS - You should complete this section if you want to convert all or a portion of your past contributions from one account to the other. The converted portion must be a multiple of 5%. If you are converting less than \$1,000, it will be transferred in monthly installments of \$83.33 until the entire amount is converted. Conversions of \$1,000 or more will take place over a one-year period in monthly installments. Any new request to convert past contributions will stop a current Conversion of Past Contributions shown on your 2022 TDA Investment Change Form.

STOP CONVERSION - Use this section to stop any ongoing conversion of past contributions between the Fixed and Variable accounts.

STOP CONTRIBUTIONS - Use this section to stop your TDA deductions completely. An election to stop contributions will take up to 60 days to become effective. (However, unless you withdraw your TDA funds in the current year, you may resume contributing any time during the year.)

Please submit your 2023 TDA Investment Change form by fax to **(718) 935-4124** or **(718) 935-3830**.

Please sign the bottom of the TDA Investment Change Form and return it to BERS. If your form is not completed correctly, it will be returned to you and no action will be taken on your account.

If you do not return this form, your TDA elections from 2022 will continue in 2023.

