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**INSTRUCTIONS**

*PLEASE READ CAREFULLY*

- Please complete and file this form to notify TRS of the following:
  - A new appointment of a City University of New York (CUNY) employee\* or a new hire of a Charter School employee; or
  - A change in a CUNY or Charter School employee's job location and/or job title.\*
- Please print in black or blue ink, and initial any changes you make on this form.
- Return this form to TRS at the above address; write "ATTN: Enrollments Unit" on the envelope.
- If you require additional assistance, please contact our Member Services Center at 1 (888) 8-NYC-TRS.
- **\*Please note the following TRS membership requirements for CUNY adjuncts and Continuing Education Teachers:**
  - Adjuncts are eligible to be members of TRS, but must work at least 45 hours per school year to obtain service credit. Membership is optional, not mandatory.
  - Continuing Education Teachers are eligible to be members of TRS, if they are working on a 30-hour per week continuous schedule on or after May 1, 1999. Membership is optional, not mandatory.

