

Employer Information Circular

CALSTRS

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Membership Division • P.O. Box 15275 • Sacramento, CA 95851-0275

Transmittal of Payroll Deductions for CalSTRS Voluntary Investment Program (403(b))

The purpose of this circular is to inform employers that the California State Teachers' Retirement System (CalSTRS) Voluntary Investment Program, our 403(b) plan, has changed addresses for remittance of employees' voluntary deductions and contribution detail. This change takes effect October 1, 2003. However, checks and contribution detail mailed to the old address (P.O. Box 9195, Boston, MA 02209) will be forwarded to the new address for a limited amount of time. The new address is as follows:

Regular Delivery

CitiStreet
Attn: CalSTRS Plan Administration
P.O. Box 2646
Lewiston, ME 04241

Overnight Delivery

CitiStreet
Attn: CalSTRS Plan Administration
1775 Lisbon Rd.
Lewiston, ME 04240

Please note if you submit contributions using Electronic Funds Transfer, the address has not changed.

If you have questions regarding this Employer Information Circular or need additional information, please contact Judy Herzer, CalSTRS VIP Liaison at 916-229-3648 or via e-mail jherzer@calstrs.com.