

General Information

Mailing Address

The Montana Teachers' Retirement System (TRS) does not allow the US Post Office to forward mail sent out by this office. Therefore, it is imperative that you notify TRS of all changes to your home mailing address, even if you receive your checks by direct deposit. Having your current address on file ensures prompt delivery of notices and other correspondence about your benefits, along with year-end tax statements.

As a safeguard to you, and for future audit purposes, changes to address and income tax withholding must be provided to the retirement system in writing. (*mailing address below*).

Social Security Number

TRS requires you to provide your Social Security Number when completing TRS forms. We will use your Social Security Number as a reference number to ensure that any funds disbursed under your account are correctly reported to the Internal Revenue Service. The Internal Revenue Code (IRC) allows TRS to request your Social Security Number (*IRC Sections 6041(a) and 6109*).

TRS will not disclose your Social Security Number, unless required by law.

Release of Account Information

For your added protection, information concerning your account may only be provided to you, unless your signed release is on file with TRS. In addition, TRS acknowledges legal documents such as power-of-attorney papers, conservator papers, and guardianship papers.

Benefit Payments

Under the statutes governing TRS, monthly benefits are payable on the last day of each month; however, these monthly benefits are either mailed, or electronically deposited to your account, on the last business day of the month.

If you have not yet signed up for this convenient, safe, reliable, and private service, please contact TRS for the necessary form so that you can authorize us to deposit your monthly benefits to the financial institution of your choice.

Please contact TRS if you have any questions regarding this information.

Website: <http://www.trs.mt.gov>
Write: PO Box 200139, Helena, MT 59620-0139
Call: (406) 444-3185 / (866) 600-4045