



Mail completed form to:  
30-30 47th Avenue, 10th Fl  
Long Island City, NY 11101



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**Designation of Guardian  
When Designating a Minor as Beneficiary**

By Designating a guardian under the Uniform Transfer to Minor's Act for a minor beneficiary on this form, you eliminate the need for formal guardianship proceedings upon your death.

This form may be used in conjunction with any of NYCERS' Designation of Beneficiary Forms (such as form 131,133,134)

**NOTE: If the address you provide on this form is different from your address in our system, the new address will become your official address in our records.**

Member Number	Last 4 Digits of SSN	Date of Birth [MM/DD/YYYY]
		/ /

**Member Information:**

First Name	M.I.	Last Name
Address		Apt. Number
City	State	Zip Code

**Guardian Information:**

I, the undersigned member of NYCERS, hereby designate

First Name	M.I.	Last Name
Address		Apt. Number
City	State	Zip Code

**as Guardian, for the below named Minor, under the Uniform Transfer to Minor's Act on the Designation of Beneficiary form filed with NYCERS.**

Minor's First Name	M.I.	Minor's Last Name

If additional space is needed, continue on the next page

**Sign this form and have it notarized, Page 2**



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Member Number	Last 4 Digits of SSN

**Guardian Information:**

I further designate

First Name	M.I.	Last Name
Address		Apt. Number
City	State	Zip Code

**as Guardian, for the below named Minor, under the Uniform Transfer to Minor's Act on the Designation of Beneficiary form filed with NYCERS.**

Minor's First Name	M.I.	Minor's Last Name

<b>Signature of Member</b>	<b>Date</b>

**This form must be acknowledged before a Notary Public or Commissioner of Deeds**

State of \_\_\_\_\_ County of \_\_\_\_\_ On this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, personally appeared

before me the above named, \_\_\_\_\_, to me known, and known to me to be the individual described in and who executed the foregoing instrument, and he or she acknowledged to me that he or she executed the same, and that the statements contained therein are true.

If you have an official seal, affix it

Signature of Notary Public or Commissioner of Deeds \_\_\_\_\_

Official Title \_\_\_\_\_

Expiration Date of Commission \_\_\_\_\_

**Sign this form and have it notarized, THIS PAGE**



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### INSTRUCTIONS FOR COMPLETING THIS FORM

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- > If you need assistance completing this form please contact NYCERS at 347-643-3000.
- > Complete the Designation of Guardian form in ink or type. Except for signature, please print all items.
- > At the top of the form, print your Membership #, last 4 digits of Social Security #, Date of Birth, name and complete address.
- > You may designate a different guardian for each minor named as your beneficiary. Be sure to indicate the full names of the minor and the corresponding guardian.
- > The guardian(s) you designate will be required to set up a specific bank account (a Uniform Transfer to Minor's Act account, or UTMA account) in order to obtain the benefit, which will be paid only by Electronic Fund Transfer (EFT).
- > Be sure to sign the form, in the space provided for **Signature of Member**, in the presence of a Notary Public or Commissioner of Deeds.
- > Page 2 of this form must be acknowledged before a Notary Public or Commissioner of Deeds.
- > **Do Not** make erasures, use white-out or cross-out any typed or printed information on this form, inasmuch as it renders the form invalid.
- > You may not name a Trustee or your estate as guardian.
- > You must return all pages of this form even if you have intentionally left portions blank. You do not have to return the Instruction Page if you received or downloaded it as a stand alone page.

**Sign this form and have it notarized, Page 2**

**WALK-IN CENTER** 340 Jay Street  
Brooklyn, NY 11201  
(347) 643-3000

**Skip a Trip to NYCERS!**  
Activate your secure MyNYCERS account at  
[www.nycers.org](http://www.nycers.org)

**MAIL ONLY -- NO DROP-OFF** 30-30 47th Avenue, 10th Floor  
Long Island City, NY 11101