



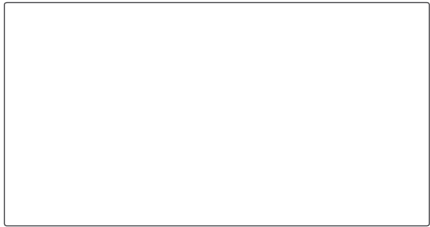
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Long Island City, NY 11101



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## Application for Service Retirement Tier 2, 3, 4 and 6 Members

This application is for Tier 2, 3, 4 and 6 members who wish to apply for Service Retirement. Before filing this application with NYCERS, you must check with your agency to determine your last day of pay. This application also allows you to elect one of four temporary options before you elect a permanent option and thereby make a final decision regarding the way in which your retirement benefit will be paid. If you wish to elect a different option, please register for/log in to your MyNYCERS account at [www.nycers.org](http://www.nycers.org) and submit an online Service Retirement Application.

By electing a temporary option, you protect your beneficiary/beneficiaries during the period between your effective retirement date and the date NYCERS receives your Final Retirement Option Election (the "Interim Period"). If you die during the Interim Period, the beneficiary you name below will receive a continuing benefit after your death. **Please carefully read the instructions below and on the last page before completing this form. Sign the form and have it notarized on page 4.**

You must return all pages of this form even if you intentionally left any of them blank. Do not alter anything on this form, as that will render it invalid. **NOTE: If the address you provide on this form is different from your address in NYCERS' system, the new address will become your official address in NYCERS' records.** Contact NYCERS' Call Center at (347) 643-3000 if you have any questions.

**No advance (partial) pension payment will be sent to you until NYCERS has acceptable proof of your identity and birthdate on file. (See Fact Sheets #709 and #711, available at [www.nycers.org](http://www.nycers.org), for details.)**

Member Number	Last 4 Digits of SSN	Home Phone Number	Date of Birth [mm/dd/yyyy]
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
First Name	M.I.	Last Name	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Address			Apt. Number
<input type="text"/>			<input type="text"/>
City	State	Zip Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Agency	Title		
<input type="text"/>	<input type="text"/>		

I hereby apply to retire from City service, taking effect on , with my retirement allowance to begin on the effective date of my retirement, or on the initial date of payability, whichever is later.

### Temporary Options

**Tier 2 members:** If you do not elect a temporary option and you die during the Interim Period, you will be deemed to have elected Option 1 - Return of Annuity Reserve as your temporary option and your membership contributions plus accumulated interest will be paid to the beneficiary/beneficiaries NYCERS has on file for you.

**Tier 3, 4 and 6 members:** If you do not elect a temporary option and you die during the Interim Period, you will be deemed to have elected the Maximum Retirement Allowance as your temporary option and your pension will cease upon your death.

### Temporary Option Election

This form allows you to elect either the Maximum Retirement Allowance, or one of three temporary options: the 100% Joint-and-Survivor Option, the Five-Year Certain Option, or the Ten-Year Certain Option. Please read the descriptions of each option

then choose **only one**. You are required to provide information about your beneficiary/beneficiaries following the option you have elected. Use your beneficiary's given name (e.g., Mary Smith, not Mrs. John Smith).

- If you choose the 100% Joint-and-Survivor Option, you may designate **only one beneficiary**. Under this option, NYCERS requires proof of birthdate for your beneficiary as well as additional valid documentation, such as a marriage certificate(s), for all names that your beneficiary has been known by that are different from the name on the birthdate evidence you submit.
- If you choose the Five- or Ten-Year Certain Option, you may designate **one primary and one contingent beneficiary**. Birthdate evidence for your beneficiary is not required. Tier 2 and 3 members may designate their Estate for the Five- or Ten-Year Certain Option (see page 3); Tier 4 and 6 members may not.





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<input type="text"/>	<input type="text"/>

Choose only ONE of the following Temporary Options by checking the box:

**Maximum Retirement Allowance** – I elect to receive the maximum lifetime retirement allowance payable to me. I understand that all payments cease upon my death, and that under this option I cannot elect a beneficiary.

– OR –

**100% Joint-and-Survivor** – This temporary option provides your designated beneficiary with a lifetime benefit if you die during the Interim Period. The benefit is calculated as if you had elected the 100% Joint-and-Survivor Option as your permanent option. The life expectancies of both you and your designated beneficiary are among the factors considered in the calculation of this benefit. Under this option, you receive a pension lower than the Maximum Retirement Allowance because the same amount is to be paid over two lifetimes. In this case, the benefit payable to your beneficiary for their lifetime would be 100% of the reduced pension you would have received during your lifetime. **You may not nominate your Estate for this option.**

**Joint & Survivor Beneficiary**

First Name	M.I.	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Full Social Security Number	Date of Birth [mm/dd/yyyy]	Relationship
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address	Apt. Number	
<input type="text"/>	<input type="text"/>	
City	State	Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>

If this beneficiary is under the age of 21, you have the option to name a guardian of the property of the minor by checking this box and completing **Form #137**.

– OR –

**Five-Year Certain** (Tier 4 and 6 members **may not name their estate** for this option) – This temporary option provides that a benefit will be paid for 5 years if you die during the Interim Period. The benefit is calculated as if you had elected the Five-Year Certain Option as your permanent option. Unlike a Joint-and-Survivor Option, the benefit payable under the Five-Year Certain Option is not based on life expectancies, but rather on a defined period of time. Under this option, you receive a reduced pension (a pension lower than the Maximum Retirement Allowance) because the same amount continues for the remainder of the five-year period upon your death. In this case, the benefit payable to your primary beneficiary is the same reduced pension you would have received during your lifetime. Should a primary beneficiary die after receiving payments, the balance will be paid in a lump sum to your contingent beneficiary. If none exists, the lump-sum balance is paid to the Estate of the primary beneficiary.

– OR –

**Ten-Year Certain** (Tier 4 and 6 members **may not name their estate** for this option) – This temporary option provides that a benefit will be paid for 10 years if you die during the Interim Period. The benefit is calculated as if you had elected the Ten-Year Certain Option as your permanent option. Unlike a Joint-and-Survivor Option, the benefit payable under the Ten-Year Certain Option is not based on life expectancies, but rather on a defined period of time. Under this option, you receive a reduced pension (a pension lower than the Maximum Retirement Allowance) because the same amount continues for the remainder of the ten-year period upon your death. In this case, the benefit payable to your primary beneficiary is the same reduced pension you would have received during your lifetime. Should a primary beneficiary die after receiving payments, the balance will be paid in a lump sum to your contingent beneficiary. If none exists, the lump-sum balance is paid to the Estate of the primary beneficiary.





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<input type="text"/>	<input type="text"/>

**Section A - Designation of Estate as Primary Beneficiary for Five- or Ten-Year Certain benefit.** (Leave Section B blank.)

**Note:** Only Tier 2, Tier 3 and 22-Year Plan Members may nominate their estate as primary beneficiary.

I am nominating my Estate as my sole beneficiary. I understand that by checking this box, the benefit payable under the Five- or Ten-Year Certain Option will be payable to my Estate in a lump sum. In order for this selection to be valid, I may not write in any other beneficiary's name on this form, and I have, in fact, left all other designation of beneficiary sections on this form blank.

**Section B - Designation of individuals as beneficiary/beneficiaries to receive the Five- or Ten-Year Certain benefit.**

Five- or Ten-Year Certain Primary Beneficiary	First Name	M.I.	Last Name
	<input type="text"/>		
	Full Social Security Number	Date of Birth [mm/dd/yyyy]	Relationship
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Address	Apt. Number	
	<input type="text"/>	<input type="text"/>	
City	State	Zip Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

If this beneficiary is under the age of 21, you have the option to name a guardian of the property of the minor by checking this box and completing **Form #137**.

**Note:** If naming multiple contingent beneficiaries, indicate the share of the benefit you would like each to receive. The combined percentage for all contingents named must equal 100%. **You may name your Estate as a contingent beneficiary.**

Five- or Ten-Year Certain Contingent Beneficiary	First Name/Estate Name	M.I.	Last Name
	<input type="text"/>		
	Full Social Security Number	Date of Birth [mm/dd/yyyy]	Relationship
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Address	Apt. Number	
	<input type="text"/>	<input type="text"/>	
City	State	Zip Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

If this beneficiary is under the age of 21, you have the option to name a guardian of the property of the minor by checking this box and completing **Form #137**.

Share of Benefit
<input type="text"/> %

**NOTE:** If space is needed for additional contingent beneficiaries, contact NYCERS' Call Center at 347-643-3000.

**Permanent Option Election**

After your retirement date, NYCERS will send you an option package containing information regarding the amounts payable under the Maximum Retirement Allowance and the various options available. The package will include Final Retirement Option Election forms. Even if you are satisfied with the temporary option you elect, you will be required, within 60 days of the date on the option letter, to make a final election of either the Maximum Retirement Allowance or an option that pays a benefit to your beneficiary/beneficiaries. With the Maximum Retirement Allowance, all payments cease at the time of your death. If you elect a joint-and-survivor option, that beneficiary's life expectancy is factored into the calculation. If you fail to elect a final option in the time specified, your benefit will be finalized under the temporary option elected. If you do not elect a temporary option and you do not file a final option election, your benefit will be finalized under Option 1 - Return of Annuity Reserve (Tier 2 members) or the Maximum Retirement Allowance (Tier 3, 4 and 6 members).





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**Federal Tax Withholding** – For complete instructions, refer to [www.irs.gov/forms-pubs/about-form-w-4-p](http://www.irs.gov/forms-pubs/about-form-w-4-p). If you do not complete this election, your tax deduction will be defaulted to “Single” with all other fields set to 0 (zero).  
If you do not want to withhold Federal income tax from your pension, skip fields 1 - 8 and place a check in field 9 below.

1. <input type="checkbox"/> Single or Married, filing separately	1. <input type="checkbox"/> Married, filing jointly or Qualifying widow(er)	1. <input type="checkbox"/> Head of household
2. Taxable income from a job or multiple sources of periodic payments (include spouse’s taxable income if filing jointly): \$ _____ (If you (or your spouse) have a job, do not complete Steps 3-7 on this form.)		
3. Number of qualifying children <b>under</b> age 17: _____	× \$2,000 = \$ _____	
4. Number of other dependents: _____	× \$500 = \$ _____	
5. Other credits: _____		\$ _____
Add lines 3 - 5. <b>Total Credits</b>		= \$ _____
(Fields 6-8 are OPTIONAL)		
6. Other income: \$ _____	7. Other Deductions: \$ _____	8. Extra withholding: \$ _____
9. <input type="checkbox"/> Do not withhold Federal income tax from my pension.		

**Signature of Member**  **Date**

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

State of \_\_\_\_\_ County of \_\_\_\_\_ On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, **If you have an official seal, AFFIX IT**  
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 they acknowledged to me that they executed the same, and that the statements contained therein are true.

**Signature of Notary Public or Commissioner of Deeds** \_\_\_\_\_  
**Official Title** \_\_\_\_\_ **Expiration Date of Commission** \_\_\_\_\_

**Instructions**

Complete this form in its entirety, sign it, have it notarized, and send it to NYCERS at the mailing address above. Do not alter anything on this form, as that will render it invalid. If you wish to file this form in person, visit NYCERS’ Walk-in Center on the Mezzanine level of 340 Jay Street in downtown Brooklyn. If you have any questions regarding this form, or if you wish to elect an option other than those provided on this form contact NYCERS Call Center at 347-643-3000.

**Your Retirement Date**

Before filing this application with NYCERS, you must check with your agency to determine if you are entitled to payment of any terminal leave or accumulated annual leave. If you are entitled to be paid on the payroll for any leave time due you, the agency will advise you what your last day of pay will be. The effective date of retirement requested on this application should be the day after the last day you are paid by your agency. **NOTE: You must file a loan or buyback application before the effective date of retirement.**

**When to File This Application with NYCERS**

**Tier 2 members:** This application must be filed with NYCERS at least 30 days, but not more than 90 days prior to the effective date of your retirement. You must be in City service on the date this application is filed with NYCERS, and you must remain in City service up to the effective date of your retirement. (A member carried on an agency payroll on a leave of absence without pay is considered to be in City service for retirement purposes.)

**Tier 3 and 22-Year Plan members eligible for immediate payability of a retirement benefit:** This application may be filed with NYCERS up to the day before the effective date of retirement, but not more than 90 days prior to the effective date of retirement.

**Tier 4 and Tier 6 members eligible for immediate payability of a retirement benefit:** This application may be filed with NYCERS up to the day before the effective date of retirement, but not more than 90 days prior to the effective date of retirement. Participants in the Tier 4 and Tier 6 Dispatchers 25-Year Plan, EMT 25-Year Plan, Deputy Sheriff 25-Year Plan, Automotive Service Worker 25-Year/Age 50 Plan, Police Communications Technician 25-Year Plan and Special Officers 25-Year Plan are subject to different filing requirements. A member in one of these special plans must file this application at least 30 days, but not more than 90 days prior to the effective date of retirement, and must be a participant in the special plan on the day before the effective date of retirement.

**Withdrawing an Application or Changing your Retirement Date**  
You can withdraw or change your retirement date any time **prior to the effective date of your retirement** by logging in to your MyNYCERS account and clicking “Service Retirement” in the menu.

**Returning to Work**

Service retirees who are returning to public service within New York City or New York State may be subject to earnings limitations. Please see NYCERS’ Brochure #958 available at [www.nycers.org](http://www.nycers.org) for complete details on earnings limitations for service retirees.

