**Pension Check Notes:**

- All paper checks are mailed 2 business days before the last day of the month and are made payable on the last day of the month. If the last day of the month falls on a weekend, the check is mailed on the Wednesday before the last day of the month.

- Please allow until the 10th of the month to report a lost check before contacting NYCERS. A representative will first verify if your check was returned to NYCERS’ office for any reason. If not, complete and submit Lost Check Affidavit - Form #399.” You can find the form on NYCERS’ website at [www.nycers.org](http://www.nycers.org); or by contacting the Call Center at (347) 643-3000.

- Upon receipt of a properly completed Form #399, a replacement check will be issued within 5 business days.

- If you are receiving a paper check and would like NYCERS to deposit your funds directly into your bank account, register for and/or log in to your MyNYCERS account at [www.nycers.org](http://www.nycers.org) and click "Update Pension Payment Method" from the menu to provide your bank account information (first time users must go through a quick registration process). Alternatively, you can complete and submit an Authorization for Electronic Fund Transfer of Monthly Retirement Allowance - Form #380 available on NYCERS’ website at [www.nycers.org](http://www.nycers.org); or by contacting the Call Center at (347) 643-3000.

**EFT Notes:**

- All funds are electronically deposited into your bank account on the last day of the month providing it’s a business day. If the last day of the month occurs on a weekend or holiday, the funds will be deposited on the next business day.

- EFT transfers are governed by The Electronic Fund Transfers Act (15 United States Code §1693 et seq.), and the rules of the National Automated Clearing House Association (NACHA). In accordance with these laws and rules, the deposit takes effect on the last day of the month, and the funds will clear only on a business day. i.e., not a legal banking holiday or a Sunday.

- If your bank account has been closed, NYCERS will receive the funds back from the bank electronically. You must contact NYCERS’ Call Center at (347) 643-3000 to have a replacement check mailed to your home address.

- A replacement check for returned funds will be issued within 5 business days from the date of contact if your address has been verified.