2021 Tier 4 Comprehensive Pre-Retirement Planning Guide

Automotive (AUT-25)
Deputy Sheriffs (DSH-25)
Dispatcher (DIS-25)
Emergency Medical Technicians (EMT-25)
911 Operators (PCT-25)
Special Peace Officers (SPO-25)
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Pre-Retirement Planning
Create a Monthly Budget

A monthly budget is an invaluable tool for tracking how much money you have coming into your household, and how much money is being spent. This is commonly referred to as cash flow. The goal of every worker is to have a positive cash flow, meaning your income is greater than your expenses, leaving you with a surplus of cash at the end of every month which you can then save or invest. A negative cash flow occurs when more money is being spent than brought in to the household, leaving you strapped for cash at the end of the month. In many cases this shortfall of cash is supplemented with high interest credit card debt, or dipping into savings or retirement accounts.

To create your monthly budget, use the sample worksheet on page 7 as a guide to list your monthly expenses.

After adding up all of your expenses, subtract your Total Monthly Net Income (after taxes and deductions) from your Total Monthly Expenses. If the result is a negative number, review your expenses and decide where cuts can be made. Set goals for yourself to eliminate unnecessary spending and try to identify areas where you can get a better price for similar products or services. One example might be to downgrade your cable subscription, or replace it all together with a streaming service.

Make Saving a Habit

One of the most important steps you can take toward reaching your financial goals for retirement is getting into the habit of saving. Get in the habit of setting aside a small fraction of your paycheck and try to increase that amount over time by eliminating unnecessary expenses from your monthly budget.
Make Your Money Work for You

When it comes to saving, your two best friends are time and compounding interest.

The money you save in a savings account, in your 401(k) plan, mutual funds or Deferred Compensation (Deferred Comp) account, earns interest or investment earnings. When you leave the money there, over time you also earn interest on your interest, or earnings on your earnings.

**Example:**
You place $1,200.00 into an account that gives you 5% interest compounded annually. At the end of the first year, your first interest payment is $60.00, giving you a total of $1,260.00. Remember that the interest rate is always added to the total balance of your account. This means that at the end of Year 2, you will earn 5% interest on $1,260.00. As a result your interest payment rises to $63.00, giving you a total of $1,323.00.

As you can see in the table below, these interest payments continue to grow as long as you do not withdraw anything from the account. Just by leaving your initial deposit of $1,200 untouched, the interest earned over the course of 10 years totals $754.67.

### Compound Interest Earned on $1,200 Deposit Over Ten Years

<table>
<thead>
<tr>
<th>Year</th>
<th>Interest Earned</th>
<th>Total Account Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$60.00</td>
<td>$1,260.00</td>
</tr>
<tr>
<td>2</td>
<td>$63.00</td>
<td>$1,323.00</td>
</tr>
<tr>
<td>3</td>
<td>$66.15</td>
<td>$1,389.15</td>
</tr>
<tr>
<td>4</td>
<td>$69.46</td>
<td>$1,458.61</td>
</tr>
<tr>
<td>5</td>
<td>$72.93</td>
<td>$1,531.54</td>
</tr>
<tr>
<td>6</td>
<td>$76.58</td>
<td>$1,608.11</td>
</tr>
<tr>
<td>7</td>
<td>$80.41</td>
<td>$1,688.52</td>
</tr>
<tr>
<td>8</td>
<td>$84.43</td>
<td>$1,772.95</td>
</tr>
<tr>
<td>9</td>
<td>$88.65</td>
<td>$1,861.59</td>
</tr>
<tr>
<td>10</td>
<td>$93.08</td>
<td>$1,954.67</td>
</tr>
</tbody>
</table>

However, to take full advantage of compounding interest, it is important to save habitually and regularly. The chart below shows what happens with a savings goal of $100.00 every month, equaling $1,200.00 per year for 10 years.

### Compound Interest Earned on Monthly $100 Deposit Over Ten Years

<table>
<thead>
<tr>
<th>Year</th>
<th>Monthly Deposit of $100</th>
<th>Total Interest Earned</th>
<th>Total Account Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$1,200.00</td>
<td>$32.26</td>
<td>$1,232.26</td>
</tr>
<tr>
<td>2</td>
<td>$2,400.00</td>
<td>$126.13</td>
<td>$2,526.13</td>
</tr>
<tr>
<td>3</td>
<td>$3,600.00</td>
<td>$284.69</td>
<td>$3,884.69</td>
</tr>
<tr>
<td>4</td>
<td>$4,800.00</td>
<td>$511.18</td>
<td>$5,311.18</td>
</tr>
<tr>
<td>5</td>
<td>$6,000.00</td>
<td>$809.00</td>
<td>$6,809.00</td>
</tr>
<tr>
<td>6</td>
<td>$7,200.00</td>
<td>$1,181.71</td>
<td>$8,381.71</td>
</tr>
<tr>
<td>7</td>
<td>$8,400.00</td>
<td>$1,633.05</td>
<td>$10,033.05</td>
</tr>
<tr>
<td>8</td>
<td>$9,600.00</td>
<td>$2,166.96</td>
<td>$11,766.96</td>
</tr>
<tr>
<td>9</td>
<td>$10,800.00</td>
<td>$2,787.57</td>
<td>$13,587.57</td>
</tr>
<tr>
<td>10</td>
<td>$12,000.00</td>
<td>$3,499.21</td>
<td>$15,499.21</td>
</tr>
</tbody>
</table>

As you can see, the compounding interest earned by saving regularly can significantly boost your retirement nest egg. At the end of the 10-year period, the $12,000 you saved from your earnings earned $3,499.21 in interest payments, giving you a total of $15,499.21.
Get an Early Start!

Although it is never too late to start saving, starting early will allow your savings more time to grow.

A 20-year-old who saves $1,000 a year for 11 years in a row, then stops but leaves the money there to earn 7% interest, will have $168,514 at age 65.

However, a 30-year-old who starts saving $1,000 a year for 35 years, also earning 7%, will have only $147,913 at age 65. Even though the 30-year-old has put in more money for more years, the money has less time to earn that compound interest.

(Source: The Department of Labor, dol.gov)

Explore Additional Resources for Planning Retirement

Financial Planning Seminars
The Financial Planning Center was established by the Office of Labor Relations to provide free educational seminars for City of New York employees. The Financial Planning Center currently offers more than a dozen seminars, presented by Certified Financial Planner™ professionals at its on-site location at 22 Cortlandt Street.

http://www1.nyc.gov/site/olr/financialplanning/financial-planning-seminars.page

New York City Deferred Compensation Plan (Deferred Comp)
If you are a member of the pension system and expect to collect Social Security during retirement, you may be wondering whether a Deferred Comp account will benefit you. While a pension and Social Security provide a foundation for retirement, these two income sources alone may not be enough to live comfortably and cover expenses adequately.

http://www1.nyc.gov/site/olr/deferred/dcphome.page

New York City Employee IRA
The New York City Employee Individual Retirement Account (NYCE IRA) is a tax-favored retirement savings vehicle. The NYCE IRA includes both a traditional IRA and a Roth IRA for the exclusive benefit of employees and former employees of the City of New York and their respective spouses.

http://www1.nyc.gov/site/olr/nyceira/nyceirahome.page
Use this worksheet as a guide to create a personal snapshot of your monthly expenses. Review each category and establish how much of your monthly income is spent on each. Keep in mind that this worksheet is only meant as a guide so feel free to customize the expense categories as you see fit. After adding up your Total Monthly Expenses compare that amount to your Total Monthly Net Income (after taxes and other deductions). Your Total Monthly Expenses should be less than your Total Monthly Net Income. If your Expenses are greater than your Income, carefully review each expenditure to see where spending cuts can be made.

<table>
<thead>
<tr>
<th>Monthly Expense Worksheet</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Housing</strong></td>
</tr>
<tr>
<td>Mortgage</td>
</tr>
<tr>
<td>Rent</td>
</tr>
<tr>
<td>Maintenance</td>
</tr>
<tr>
<td><strong>Utilities</strong></td>
</tr>
<tr>
<td>Electricity</td>
</tr>
<tr>
<td>Heat</td>
</tr>
<tr>
<td>Internet/Cable</td>
</tr>
<tr>
<td>Phones</td>
</tr>
<tr>
<td>Water/Sewer</td>
</tr>
<tr>
<td><strong>Transportation</strong></td>
</tr>
<tr>
<td>Gas</td>
</tr>
<tr>
<td>Parking</td>
</tr>
<tr>
<td>Tolls</td>
</tr>
<tr>
<td>Public Transportation</td>
</tr>
<tr>
<td><strong>Food</strong></td>
</tr>
<tr>
<td><strong>Health Care</strong></td>
</tr>
<tr>
<td>Health Insurance</td>
</tr>
<tr>
<td>Medicine</td>
</tr>
<tr>
<td>Doctor/Hospital Visits</td>
</tr>
<tr>
<td>Other</td>
</tr>
<tr>
<td><strong>Taxes</strong></td>
</tr>
<tr>
<td>Real Estate</td>
</tr>
<tr>
<td>Income (State, Federal, City)</td>
</tr>
<tr>
<td>Other Property Taxes</td>
</tr>
<tr>
<td><strong>Insurance</strong></td>
</tr>
<tr>
<td>Home</td>
</tr>
<tr>
<td>Life</td>
</tr>
<tr>
<td>Car</td>
</tr>
<tr>
<td>Other</td>
</tr>
<tr>
<td><strong>Loans</strong></td>
</tr>
<tr>
<td>Car</td>
</tr>
<tr>
<td>Credit Card</td>
</tr>
<tr>
<td>Other</td>
</tr>
<tr>
<td><strong>Total Monthly Expenses</strong></td>
</tr>
<tr>
<td><strong>Total Monthly Net Income</strong></td>
</tr>
</tbody>
</table>
Retirement planning is much more than filing your retirement papers and getting a pension check each month. Planning includes, among other things, setting up a MyNYCERS account, naming beneficiaries, keeping your own and your beneficiaries’ addresses up-to-date and considering a buy-back of previous City and State service time.

Another key part of retirement planning is to make sure you are prepared for the health and legal needs you may face. Completing these five key documents by age 55, but no later than retirement, will help you have peace of mind. These documents can be complicated, so you may want qualified legal and estate planning assistance in preparing them.

- **Health Care Proxy:**
  A Health Care Proxy is a document in which you assign a “Health Care Agent” who has power to make medical decisions on your behalf when you are unable to make decisions on your own.

- **Living Will:**
  A Living Will is a written statement to ensure that your medical wishes are honored if you are unable to express informed consent. It states how you should be cared for in an emergency or if you are otherwise incapacitated.

- **Power of Attorney:**
  A Power of Attorney appoints a person known as your “agent,” who handles your legal and financial affairs should you become incapacitated. Please refer to your State’s Durable Power of Attorney Standard Form. The standard form for New York residents is known as the New York State Statutory Short Form Power of Attorney. This form includes a Statutory Major Gifts Rider, which contains important powers necessary for making lifetime gifts as well as implementing tax and Medicaid planning.

- **Last Will & Testament/Living Trust:**
  A Will provides instructions on the distribution of your assets upon your death and goes through probate in the Surrogate’s Court of the County in which you resided. You should review and update your Will every few years, adapting it to changes in your family situation, assets or state laws.

  A Living Trust can take the place of or be executed in addition to a Will. A Living Trust bypasses probate, which can be costly and time-consuming. It enables your named trustee to carry out your instructions as you have documented in your Living Trust if you become incapable of managing your financial, healthcare and legal affairs or upon your death. A Living Trust can be important if your assets are in more than one state, you have complex family circumstances or you anticipate a challenge to your Will. A Living Trust can also shelter your assets from creditors and provide for special needs of disabled heirs.
Location of Key Documents, Accounts and Online Accounts:

Keeping a list of all your important papers, accounts and online accounts, including their locations, is important to assist your family or agent in the event you become incapacitated or die. Your list should include the following along with their locations:

- Will, power of attorney, health care proxy, trust agreements
- Names and contact information of people to notify if you are incapacitated or pass away
- Safe deposit box and key
- Combination or key to safe
- Life, health, long-term care, homeowners, car insurance policies
- Car ownership papers
- Banking and savings accounts
- Credit and debit cards
- Brokerage accounts
- Retirement and deferred compensation/IRA accounts
- Employment contracts
- Titles and deeds
- Notes and mortgages
- Tax filings
- Stored and loaned items
- Your birth certificate
- Military discharge papers
- Marriage certificates, divorce and separation papers
- Spouse and children’s records
- Passport
- Copies of NYCERS applications (beneficiaries, retirement option)
- Social Security Card

The list of your online accounts should include:

- Website address of each account
- Name of each account
- Your user name and password for each account
- All of your email addresses

The documents listed above can be complicated, so you may want to seek qualified legal and estate planning assistance in preparing them.
This brochure describes the benefits of the Automotive Member 25-Year and Age 50 Retirement Plan (AUT 25/50 Plan). The AUT 25/50 Plan is available ONLY to members employed in a series of titles performing automotive service work (Automotive Member Titles [AMTs]).

The following AMTs are eligible to participate in the AUT 25/50 Plan: Auto Body Worker, Auto Electrician, Auto Mechanic, Auto Mechanic (Diesel), Automotive Service Worker, Senior Automotive Service Worker, Machinist, Machinist Helper, Marine Maintenance Mechanic, Oil Burner Specialist, Stationary Engineer, Senior Stationary Engineer, and Supervisor of Mechanics (Mechanical Equipment).

**PARTICIPATION**

Participation in the AUT 25/50 Plan may be optional or mandatory depending on factors such as title and NYCERS membership status. The chart below lists each of the AMTs and the dates the AUT 25/50 Plan first became available for such titles.

<table>
<thead>
<tr>
<th>Automotive Member Title</th>
<th>Availability Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autobody Worker</td>
<td></td>
</tr>
<tr>
<td>Auto Mechanic</td>
<td></td>
</tr>
<tr>
<td>Automotive Service Worker</td>
<td></td>
</tr>
<tr>
<td>Senior Automotive Service Worker</td>
<td></td>
</tr>
<tr>
<td>Marine Maintenance Mechanic</td>
<td></td>
</tr>
<tr>
<td>Oil Burner Specialist</td>
<td>12/12/2001</td>
</tr>
<tr>
<td>Supervisor of Mechanics (Mechanical Equipment)</td>
<td>08/13/2002</td>
</tr>
<tr>
<td>Auto Electrician</td>
<td></td>
</tr>
<tr>
<td>Auto Machinist</td>
<td></td>
</tr>
<tr>
<td>Auto Mechanic (Diesel)</td>
<td></td>
</tr>
<tr>
<td>Machinist</td>
<td>10/21/2003</td>
</tr>
<tr>
<td>Machinist Helper</td>
<td>07/18/2007</td>
</tr>
<tr>
<td>Stationary Engineer</td>
<td>(Re-opener under Chapter 349 of the Laws of 2007)</td>
</tr>
<tr>
<td>Senior Stationary Engineer</td>
<td></td>
</tr>
</tbody>
</table>

Anyone who was a member of NYCERS and employed in an AMT on the availability date (see chart) had an OPTION to participate in the AUT 25/50 Plan by filing an election form with NYCERS by a specified date. THESE OPTIONS HAVE EXPIRED.

Anyone who was a NYCERS member but was not in an AMT on the availability date who subsequently becomes employed in an AMT after such date, has an OPTION to join the AUT 25/50 Plan. An election form to participate must be filed within 270 days of appointment to an AMT.

Participation is MANDATORY for any person who becomes employed in an AMT and becomes a NYCERS member after the AUT 25/50 Plan availability date for such AMT.

Participants who cease to hold an AMT will no longer be able to participate in the AUT 25/50 Plan.

Participants who terminate service from an AMT and return to an AMT at a later date will again be required to participate in the AUT 25/50 Plan.

**CONTRIBUTIONS**

As a Tier 4 member you are required to contribute 3% of your gross wages until the earlier of attaining 10 years of Credited Service or reaching your tenth anniversary of membership. These contributions are referred to as Basic Member Contributions (BMCs) and they are held in the Member Contribution Accumulation Fund (MCAF).

As a member of the AUT 25/50 Plan, you are also required to contribute Additional Member Contributions (AMCs) of 4.83% on all gross wages for Credited Service in an AMT (except Supervisor of Mechanics [Mechanical Equipment]) rendered on or after June 15, 2001. Supervisors of Mechanics (Mechanical Equipment) are required to contribute AMCs on all gross wages earned after February 14, 2002.

AMCs are required for the first 30 years of Credited Service rendered in an AMT.

For members who were previously members of the 55/25 or 57/5 Plans (created by Chapter 96 of the Laws of 1995), the...
AMCs required under the AUT 25/50 Plan are in lieu of AMCs required under the 55/25 or 57/5 Plans.

AMCs are maintained in the Retirement Reserve Fund, which is an account maintained separately from the MCAF account. Both funds earn interest at a rate of 5%, compounded annually.

All contributions are Federal tax deferred, meaning that you do not pay Federal taxes on the contributions, only New York State and local taxes. Contributions made while on Union leave are not Federal tax deferred.

DEFICITS

Failure to pay any of the BMCs or AMCs will result in a deficit. If a deficit is identified prior to retirement, steps will be taken to resolve the deficit.

In the event of an unresolved deficit at retirement in the MCAF account (BMCs) or in the RRF account (AMCs), an actuarial reduction will be applied to the pension benefit.

LOANS

In addition to the ability to borrow up to 75% of the BMCs held in the MCAF account, AUT 25/50 Plan participants may borrow up to 75% of the AMCs held in the RRF account. Any loans taken are subject to the same terms and conditions applicable to Tier 4 members. Please consult the Tier 4 62/5 Summary Plan Description (SPD) booklet or Brochure #911 for additional information.

REFUNDS

Plan participants who have rendered less than 10 years of Credited Service and who leave City service may apply for a refund of BMCs, plus accrued interest, effectively terminating their membership. Members with between five and ten years of Credited Service must also waive their right to a Vested Retirement Benefit. Refunds of BMCs are not possible for members with 10 or more years of Credited Service.

Participants who cease to hold an AMT for any reason whatsoever and who have rendered less than five years of Credited Service in an AMT have the option of withdrawing their AMCs, plus accrued interest. AMCs also may be withdrawn if a participant with less than five years of Credited Service in an AMT changes titles to a non-AMT and remains in City service. After receiving the refund of AMCs, such participant will no longer be entitled to a benefit under the AUT 25/50 Plan, but will be entitled to a benefit from his or her underlying Tier 4 plan (assuming service requirements have been met). Refunds of AMCs are not possible for members with five or more years of Credited Service rendered in an AMT.

VESTED RETIREMENT BENEFIT

AUT 25/50 Plan members who separate from service with at least five (but less than 25) years of Credited Service, two of which are Membership Service, are entitled to a Vested Retirement Benefit. This benefit becomes payable on the date you would have completed 25 years of Credited Service or upon reaching age 50, whichever is later. The Vested Retirement Benefit is computed as follows:

\[
2\% \times \text{Final Average Salary} \times \text{the number of years of Credited Service}
\]

SERVICE RETIREMENT

Participants in the AUT 25/50 Plan are eligible to receive a Service Retirement Benefit upon attaining age 50 with 25 or more years of Credited Service. The Service Retirement Benefit is calculated using the following formula:

\[
50\% \text{ of Final Average Salary for the first 25 years of Credited Service, plus } 2\% \times \text{Final Average Salary for each year of Credited Service in excess of 25, up to a maximum of } 30 \text{ years of service.}
\]

Final Average Salary is defined as the greater of:

- the average of wages earned during any three consecutive calendar years
- the average of wages earned during the 36 months immediately preceding your retirement date

Note: Wages earned in any year used in the FAS computation cannot exceed more than 10% of the average of the previous two years.

Participants in the AUT 25/50 Plan must file a service retirement application at least 30 days prior to the effective date of retirement, but not more than 90 days prior to the effective date of retirement.

BASIC TIER 4 BENEFITS

Participants in the AUT 25/50 Plan are entitled to other benefits applicable to Tier 4 members besides the Vested and Service Retirement Benefits conferred by such plan. Such benefits include, but are not limited to, disability and death benefits. Members should refer to the Tier 4 62/5 Summary Plan Description for details on these benefits.
The Deputy Sheriff 25-Year Program is available ONLY to members employed by the City of New York as Deputy Sheriff level one, Deputy City Sheriff level two, Supervising Deputy Sheriff or Administrative Sheriff.

Words that are italicized throughout this brochure have special meaning and possibly require further explanation. Definition of terms can be found on the back of this brochure.

**ELIGIBILITY**

Anyone who was a Tier 4 Deputy Sheriff on December 12, 2001 had the option to become a participant in the Deputy Sheriff 25-Year Retirement Program by filing an election form with NYCERS no later than June 10, 2002. **THIS OPTION HAS EXPIRED.**

Provided you are a Deputy Sheriff Member at the time of filing, participation is **OPTIONAL** for anyone who was a Tier 4 member on December 12, 2001, and became a Deputy Sheriff after December 12, 2001. Such a person may elect to become a participant by filing election form #184 with NYCERS within 180 days after becoming a Deputy Sheriff Member.

Participation is **MANDATORY** for any Deputy Sheriff Member who becomes a Tier 4 member after December 12, 2001. You will automatically become a participant in this program on the date of joining NYCERS.

If you terminate service as a Deputy Sheriff Member and return to such service at a later date, you will be mandated to participate on that date.

If you cease to hold a position qualifying for participation, you shall not be eligible for the benefits of this program.

If you choose not to participate, or discontinue service in this program, you are eligible to participate in NYCERS Basic Tier 4 (62/5) plan.

**AMCs**

In addition to the basic contributions of 3% of Wages that all Tier 4 members are required to pay, you must contribute **Additional Member Contributions (AMCs)** of 6¾% of gross Wages each payroll period for all service as a Deputy Sheriff Member rendered on and after December 12, 2001.

You must contribute AMCs until the later of:
- the date you are eligible to retire with 30 years of Credited Service as a Deputy Sheriff Member,
- December 12, 2002

These contributions are in lieu of AMCs under Chapter 96 of the Laws of 1995. However, an existing Chapter 96 AMC deficit is still owed.

**DEFICIENCY**

If you are eligible to receive a Service Retirement Benefit, but did not pay the entire amount of a contribution deficiency, or repay the entire amount of a loan(s), you are still eligible to retire. However, your benefit will be reduced according to an actuarial formula that takes into account any AMC deficiencies.
All disability retirement and death benefits payable to you, your Designated Beneficiary, or estate, will be reduced according to an actuarial formula that takes into account any deficiency in AMCs.

If you cease to be a Deputy Sheriff and withdraw your AMCs (and interest), and later become a participant again, you will be charged with a deficiency, including 5% per-annum statutory interest, calculated as if such AMCs had never been made.

**LOANS**

You are not permitted to borrow from any portion of your AMCs.

**REFUNDS**

If you have less than 15 years of Credited Service as a Deputy Sheriff Member and cease to hold such a position, you may withdraw your AMCs, and interest earned thereon.

**SERVICE RETIREMENT BENEFIT**

If you have credit for 25 or more years of Credited Service as a Deputy Sheriff Member, have paid ALL AMCs, and you file for retirement at least 30 days before it is to be effective, you are eligible to receive a Service Retirement Benefit equal to:

- 55% times Final Average Salary (FAS) for the first 25 years of Credited Service as a Deputy Sheriff Member, plus
- 1.7% times FAS for each additional year (or fraction of) of Credited Service, in excess of 25, to a maximum of 30 years.

You may not retire under this program prior to December 12, 2002.

**VESTED RETIREMENT BENEFIT**

If you have at least five, but less than 25 years, of Credited Service and you have paid ALL AMCs, you are eligible for a Vested Retirement Benefit that will become payable on the date that you would have completed 25 years of Credited Service, had you continued City service.

The Vested Retirement Benefit is computed as follows:

- 2.20% of Final Average Salary times the number of years of Credited Service.

**BENEFITS**

Participants in the Deputy Sheriff 25-Year Retirement Program are eligible for all Basic Tier 4 benefits (except Tier Equity legislation which is determined on a case-by-case basis), including the 62/5 Plan Service and Vested Retirement Benefits, Disability Retirement Benefit (Accident & Ordinary), In-Service Death Benefits (Accident & Ordinary), and membership transfers to other retirement systems. A description of these benefits can be found in the NYCERS Summary Plan Description for Tier 4 Members.
This brochure describes the obligations and benefits of the Dispatcher 25-Year Retirement Plan (DIS-25). This plan allows participants to retire with 25 years of Allowable Service regardless of age and is available only to Dispatcher Members. A Dispatcher Member is a NYCERS member employed by the City of New York in the titles of Fire Alarm Dispatcher, Supervising Fire Alarm Dispatcher Levels 1 and 2, Director of Dispatch Operations, and Deputy Director of Dispatch Operations.

Participation in the DIS-25 Plan may be optional or mandatory depending on your employment and/or NYCERS membership status on December 8, 2000.

Anyone who was a Tier 4 Dispatcher Member on December 8, 2000 had the option to become a participant in the DIS-25 Plan by filing an election form with NYCERS no later than June 6, 2001. THIS OPTION HAS EXPIRED.

Anyone who was a Tier 4 member on December 8, 2000, and subsequently becomes employed in a Dispatcher covered title after December 8, 2000 has an option to join the DIS-25 Plan. An election form (Form #169) must be filed within 180 days of becoming employed in a Dispatcher covered title. ONCE AN ELECTION TO PARTICIPATE IN THE DIS-25 PLAN IS FILED WITH NYCERS, IT MAY NOT BE REVOKED.

Any employee in a Dispatcher covered title who becomes a Tier 4 NYCERS member after December 8, 2000 is mandated into the DIS-25 Plan. However, if you exceed age 30 upon being mandated into this plan, you have the option to not participate. Such mandated participants will be sent Opt-Out Form #177 after which they will have 180 days to opt out of the DIS-25 Plan. ONCE AN ELECTION TO OPT OUT OF THE DIS-25 PLAN IS FILED WITH NYCERS, IT MAY NOT BE REVOKED.

Participants who cease to be employed in a Dispatcher covered title will no longer be able to participate in the DIS-25 Plan. However, if you become employed in a covered title at a later date, you will again be required to participate in the DIS-25 Plan.

CONTRIBUTIONS

As a Tier 4 member, you are required to contribute 3% of your gross wages until the earlier of attaining 10 years of Credited Service (all service) or reaching your tenth anniversary of membership. These contributions are referred to as Basic Member Contributions (BMCs) and are held in the Member Contribution Accumulation Fund (MCAF).

As a participant of the DIS-25 Plan, you are also required to contribute Additional Member Contributions (AMCs) of 6% of your gross wages. AMCs must be paid until a participant attains 30 years of Allowable Service or retires, whichever occurs first.

AMCs are maintained in the Retirement Reserve Fund (RRF), which is an account maintained separately from the MCAF account. Both funds earn interest at a rate of 5% compounded annually.

All contributions are Federal tax deferred, meaning that you do not pay Federal taxes on the contributions, only New York State and local taxes. Contributions made while on Union leave are not Federal tax deferred.

DEFICITS

Failure to pay any of the required BMCs or AMCs will result in a deficit. If a deficit is identified prior to retirement, steps will be taken to resolve it. In the event of a deficit at retirement in either account, an actuarial reduction may be applied to the pension benefit. Deficits may also impact disability and death benefits.

If you cease to be employed in a Dispatcher covered title and withdraw your AMCs (and interest) and later become a participant again, you will be required to repay the AMCs refunded to you, including the 5% statutory interest.

LOANS

In addition to the ability to borrow up to 75% of the BMCs held in the MCAF account, DIS-25 Plan participants may borrow up to 75% of the AMCs held in the RRF account. Loans are subject to the terms and conditions applicable to Tier 4 members. Please consult the Tier 4 62/5 Summary Plan Description (SPD) or Brochure #911 for additional information.
In order to be eligible to retire under the DIS-25 Plan, participants must meet the service requirement, which is 25 years of Allowable Service.

Allowable Service for the DIS-25 Plan includes service as a Dispatcher Member, and all service in the following NYC Civil Service titles: Chief Fire Alarm Dispatcher, Administrative Fire Alarm Dispatcher, Transit Bus Operator and Train Dispatcher, Firefighter, Police Officer, Correction Officer, Fire Marshal, Probation Officer, Police Communications Technician, Supervising Police Communications Technician, Principal Police Communications Technician, Police Administrative Aide, Senior Police Administrative Aide, Emergency Medical Technician, Advanced Emergency Medical Technician, Emergency Medical Service Specialist (Levels 1 and 2), Fire Prevention Inspector, Fire Protection Inspector, Senior Fire Prevention Inspector, Principal Fire Prevention Inspector, Associate Fire Protection Inspector, County Detective, Detective (NYPD), Detective Investigator, Senior Detective Investigator, Deputy Sheriff, Senior Deputy Sheriff, Inspector of Fire Alarm Boxes, Radio Operator, Radio Repair Technician, Supervisor of Radio Repair Operations, Taxi and Limousine Inspector, Senior Taxi and Limousine Inspector, Triborough Bridge and Tunnel Officer and a member of NYCERS who is employed by the City of New York in a title whose duties require the supervision of employees whose Civil Service title is included above.

Allowable Service in the DIS-25 Plan also includes certain Military Service and Union Leave Service.

Allowable Service does not include other public service rendered in New York State or New York City other than the service specified above. This is significant because only Allowable Service can be used to qualify for service retirement.

Plan participants who have rendered less than 10 years of Credited Service and who leave City service may apply for a refund of BMCs, plus accrued interest, which effectively terminates membership. Your refund will be reduced by the present value of any outstanding loan. AMCs may also be withdrawn if a participant with less than 15 years of Allowable Service changes titles to a non-Dispatcher covered title and remains in City service. In this case, after receiving the refund of AMCs, such participant will no longer be entitled to a benefit under the DIS-25 Plan, but will be entitled to a benefit from his or her underlying Tier 4 plan (assuming service requirements have been met). Refunds of AMCs are not possible for members with 15 or more years of Allowable Service.

You must be off payroll for thirty (30) or more days to qualify for a refund. If your agency records indicate that you are on a leave of absence with or without pay, you are not eligible for a refund.

Vesting means that you have earned the right to receive benefits in the future. If you leave City service with at least five, but less than 25 years of Allowable Service, and your contributions have not been refunded to you, you are entitled to a Vested Retirement Benefit that becomes payable on the date you would have completed 25 years of Allowable Service had you continued in City service.

The Vested Retirement Benefit is calculated using the following formula:

\[
2\% \text{ of Final Average Salary for each year of Allowable Service.}
\]

Final Average Salary is defined as the greater of:

- the average of wages earned during any three consecutive calendar years;
- the average of wages earned during the 36 months immediately preceding your separation date.

NOTE: Wages earned in any year used in the FAS computation cannot exceed more than 10% of the average of the previous two years.

If you leave City service with less than five years of Allowable Service but your total Credited Service is five years or more, your Vested Retirement Benefit will be governed by your underlying plan.

NYCERS encourages members who separate from City service to file a Notice of Intent to Vest (Form #254). If you do so, NYCERS can send you important information regarding your retirement account. For example, you will receive an Annual Disclosure Statement detailing your account balances and designated beneficiaries. Additionally, NYCERS...
Participants in the DIS-25 Plan are eligible to receive a Service Retirement Benefit upon attaining 25 or more years of Allowable Service, regardless of age. The Service Retirement Benefit is calculated using the following formula:

- 50% of Final Average Salary (FAS) for the first 25 years of Allowable Service;

  plus

- 2% of FAS for each additional year of Allowable Service, up to a maximum of 30 years of such service.

You must file a service retirement application at least 30, but no more than 90 days, before your effective retirement date, and you must be a participant of the DIS-25 Plan on the day before your effective retirement date.

Final Average Salary is defined as the greater of:

the average of wages earned during any three consecutive calendar years;

  OR

the average of wages earned during the 36 months immediately preceding your retirement date.

NOTE: Wages earned in any year used in the FAS computation cannot exceed more than 10% of the average of the previous two years.

WORLD TRADE CENTER DISABILITY LAW

The World Trade Center (WTC) Disability Law provides that NYCERS members, vested members or retirees (retired after 9/11/01) who participated in WTC Rescue, Recovery, or Clean-up Operations during a Qualifying Period may be entitled to a presumption that any current or future disability caused by a Qualifying Condition or Impairment of Health arose from participation in such operations, unless the contrary is proven. A Notice of Participation must be filed no later than September 11, 2010. Please consult the WTC Disability Law Fact Sheet for additional information.

TIER 4 BENEFITS

Participants in the DIS-25 Plan are entitled to other benefits applicable to Tier 4 members, including but not limited to disability and death benefits. Please see the Tier 4 62/5 Summary Plan Description (SPD) for complete Tier 4 information.
As a Tier 4 member, you are required to contribute 3% of your gross wages until the earlier of attaining 10 years of Credited Service (all service) or reaching your tenth anniversary of membership. These contributions are referred to as Basic Member Contributions (BMCs) and are held in the Member Contribution Accumulation Fund (MCAF).

As a member of the EMT-25 Plan, you are also required to contribute Additional Member Contributions (AMCs) of 6.25% of your gross wages. Payment of AMCs is required until a participant attains 30 years of Allowable Service or until retirement, whichever occurs first.

AMCs are maintained in the Retirement Reserve Fund (RRF), which is an account maintained separately from the MCAF account. Both funds earn interest at a rate of 5% compounded annually.

All contributions are Federal tax deferred, meaning that you do not pay Federal taxes on the contributions, only New York State and local taxes. Contributions made while on Union leave are not Federal tax deferred.

Failure to pay any of the required BMCs or AMCs will result in a deficit. If a deficit is identified prior to retirement, steps will be taken to resolve it. In the event of an unpaid deficit at retirement in either the MCAF or RRF account, an actuarial reduction will be applied to the pension benefit. Unpaid deficits may also impact disability and death benefits.

If you cease to be employed as an EMT Member, withdraw your AMCs (and accrued interest), and later become a participant again, you will be required to repay the AMCs refunded to you including statutory interest at a rate of 5% compounded annually.

In addition to the ability to borrow up to 75% of the BMCs held in the MCAF account, EMT-25 Plan participants may borrow up to 75% of the AMCs held in the RRF account. Any loans
In order to be eligible to retire under the EMT-25 Plan, participants must meet the service requirement which is 25 years of Allowable Service. Allowable Service for the EMT-25 Plan is service rendered while employed as an EMT Member, as well as service rendered in the title of Motor Vehicle Operator employed by the City of New York or the New York City Health & Hospitals Corporation.

Allowable Service in the EMT-25 Plan also includes certain Military Service and Union Leave Service.

Allowable Service does not include other public service rendered in New York State or New York City such as clerical service, etc. This is significant because only Allowable Service can be used to qualify for service retirement.

**REFUNDS**

Plan participants who have rendered less than 10 years of Credited Service and who leave City service may apply for a refund of BMCs, plus accrued interest, which effectively terminates their membership. Members with between five and 10 years of Credited Service must also waive their right to a Vested Retirement Benefit. Refunds of BMCs are not possible for members with 15 or more years of Credited Service, except in cases of a participant’s death.

Participants who cease to hold an EMT covered title for any reason whatsoever, and who have rendered less than 15 years of Allowable Service, have the option to withdraw their AMCs, plus accrued interest. AMCs may also be withdrawn if a participant with less than 15 years of Allowable Service changes titles to a non-EMT covered title and remains in City service. In this case, after receiving the refund of AMCs such participant will no longer be entitled to a benefit under the EMT-25 Plan, but will be entitled to a benefit from his or her underlying Tier 4 Plan (assuming service requirements have been met). Refunds of AMCs are not possible for participants with 15 or more years of Allowable Service.

**VESTED RETIREMENT BENEFIT**

Vesting means that you have earned the right to receive benefits in the future. If you leave City service with at least five, but less than 25 years of Allowable Service, and your contributions have not been returned to you, you are entitled to a Vested Retirement Benefit that becomes payable on the date you would have completed 25 years of Allowable Service had you not discontinued your City service.

The Vested Retirement Benefit is calculated using the following formula:

\[
2\% \times \text{Final Average Salary (FAS)} \times \text{years of Allowable Service.}
\]

Final Average Salary is defined as the greater of:

- the average of wages earned during any three consecutive calendar years
- the average of wages earned during the 36 months immediately preceding your retirement date.

**NOTE:** Wages earned in any year used in the FAS computation cannot exceed more than 10% of the average of the previous two years.

If you leave City service with less than five years of Allowable Service but your total Credited Service is five years or more, your vested benefit will be governed by your underlying plan.

NYCERS encourages members who separate from City service to file a Notice of Intent to Vest (Form #254). If you do so, NYCERS will be able to send you important information regarding your retirement account. For example, you will receive an Annual Disclosure Statement detailing your account balances and designated beneficiaries. Additionally, NYCERS will send you an Application for Payment of a Vested Retirement Benefit approximately 90 days prior to your Payability Date (the earliest date you are eligible to collect your benefit).

**SERVICE RETIREMENT BENEFIT**

Participants in the EMT-25 Plan are eligible to receive a Service Retirement Benefit upon attaining 25 or more years of Allowable Service, regardless of age. The Service Retirement Benefit is calculated using the following formula:

- 50% of Final Average Salary (FAS) for the first 25 years of Allowable Service, plus
- 2% of FAS for each additional year of Allowable Service, up to a maximum of 30 years of such service.

You must file a service retirement application at least 30 days, but no more than 90 days, before your effective retirement date, and you must be a participant of the EMT-25 Plan on the day before your effective retirement date.
EMT Members who become mentally or physically incapacitated as a natural and proximate result of an injury sustained in the performance of duty on or after March 17, 1996 shall be entitled to a disability benefit equal to three-quarters of Final Average Salary, minus 100% of Workers’ Compensation benefits associated with the injury. In order to file an application for this type of disability retirement, you must be an EMT Member at the time you file your application.

THE HEART LAW

The Heart Law provides a presumption that a disease of the heart was incurred in the performance of duty. EMT Members who are approved for disability under the Heart Law are entitled to a disability benefit equal to three-quarters of Final Average Salary, minus 100% of Workers’ Compensation benefits associated with the disease of the heart. This presumption may be rebutted by competent medical evidence.

EMT Members who die from a disease of the heart will be entitled to a presumption that the disease was incurred in the performance of duty. If approved, members’ Eligible Beneficiaries would be entitled to the Accidental Death Benefit and Special Accidental Death Benefit (see section in right column) which are paid in accordance with the relevant statutes(s) that govern such benefits.

HEPATITIS, AIDS AND TUBERCULOSIS LAW (HAT LAW)

If an EMT member contracts HIV, tuberculosis or hepatitis, it may be presumed that the disease was contracted in the performance and discharge of duty. EMT Members approved for disability under this law are entitled to a disability benefit equal to three-quarters of Final Average Salary, minus 100% of Workers’ Compensation benefits associated with the disabling condition. The presumption may be rebutted by competent medical evidence.

WORLD TRADE CENTER DISABILITY LAW

The World Trade Center (WTC) Disability Law provides that NYCERS members, vested members or retirees (retired after 9/11/01) who participated in WTC Rescue, Recovery, or Clean-up Operations during a Qualifying Period may be entitled to a presumption that any current or future disability caused by a Qualifying Condition or Impairment of Health arose from participation in such operations, unless the contrary is proven. A Notice of Participation must have been filed no later than September 11, 2010. Please consult the WTC Disability Law Fact Sheet for additional information, including death benefits for members or retirees who die from a WTC Qualifying Condition or Impairment of Health.

SPECIAL ACCIDENTAL DEATH BENEFITS

In the case of an accidental death (the result of an accident on the job or while in military service) a state-funded Special Accidental Death Benefit is payable to the widow, widower, or the children of the deceased (under 18 years of age or under the age of 23 if a student) if the widow or widower is deceased. This benefit is in addition to the Accidental Death Benefit applicable to all Tier 4 members and brings the total Accidental Death Benefit to a pension equal to 100% of the deceased member’s salary.

TIER 4 BENEFITS

Participants in the EMT-25 Plan are entitled to other benefits applicable to Tier 4 members, including but not limited to ordinary disability benefits and ordinary death benefits. Please see the Tier 4 62/5 Summary Plan Description for complete Tier 4 information.
ELIGIBILITY

Participation is OPTIONAL for:

- Any person who was a Tier 4 Police Communications Member on October 21, 2003 (must file an election form to participate with NYCERS no later than April 19, 2004)
  OR
- was already a Tier 4 member on October 21, 2003, but who becomes a Police Communications Member after October 21, 2003 (must file an election form to participate with NYCERS no later than 180 days of appointment as a Police Communications Member)

Participation is MANDATORY for:

Any Police Communications Member who becomes a Tier 4 member after October 21, 2003.

Provided, however:

Such a mandated Participant who has exceeded age 30 upon employment as a Police Communications Member can elect not to participate by filing form #190 with NYCERS within 180 days of appointment as a Police Communications Member. Such person will be mandated into the Tier 4, 57/5 program.

When any Participant in the Program ceases to hold a position qualifying him/her for participation in the Program, he or she shall cease to be a Participant and shall not be eligible for the benefits of the Program.

Any Participant in the Program, who terminates service as a Police Communications Member and returns to such service at a later date will be mandated into participation in the Program on that date. (Refer also to the Deficiency section.)

ELIGIBILITY TO QUALIFY FOR BENEFITS

Service Retirement

A Participant in the Program who has completed 25 or more years of Credited Service, has paid all Additional Member Contributions (AMCs), and files for retirement at least 30 days before it is to be effective, will be eligible to receive a Service Retirement under this Program.

Vested Retirement

A Tier 4 Participant in the Program who discontinues service as a Participant with at least five, but less than 25 years of Credited Service, has paid all Additional Member Contributions (AMCs), and does not withdraw any part of his or her accumulated member contributions, will be eligible for a Vested Retirement Benefit under this Program. The benefit becomes payable on the date the member could have completed 25 years of Credited Service.

SERVICE RETIREMENT BENEFIT

The Tier 4 Service Retirement Benefit is computed as follows:

- 50% of Final Average Salary (FAS) for the first 25 years of Credited Service,
  plus
- 2% of FAS for each additional year (or fraction thereof) beyond the first 25 years of Credited Service, up to a maximum of 30 years of such service.

VESTED RETIREMENT BENEFIT

The vested benefit for Tier 4 members is computed as follows:

- 2% of Final Average Salary for each year (or fraction thereof) of Credited Service.

AMCs ARE MANDATORY

In addition to the basic member contributions of 3% of Wages that all Tier 4 members are required to pay, Participants must make an Additional Member Contribution (AMC) of 6% of gross Wages each payroll period for all Credited Service rendered on or after October 21, 2003.

These contributions are in lieu of AMCs under Chapter 96 of the laws of 1995, and no member paying these contributions is
required to pay Chapter 96 AMCs. An existing Chapter 96 AMC deficit, however, would still be owed.

AMCs are maintained in the Retirement Reserve Fund which is an account maintained separately from the Members’ Contribution Accumulation Fund (MCAF). The MCAF contains only the member’s basic contributions.

A Participant shall contribute AMCs until the later of:
- The date he or she is eligible to retire (or for 30 years if they continue in service)
- OR
- October 21, 2004

AMCs ARE TAX DEFERRED
All AMCs made from Wages earned on and after October 21, 2003 are not included in current gross income for Federal income tax purposes [IRC §414(h)]. However, those contributions are subject to New York City, New York State, and Social Security taxes. Any distribution of these AMCs makes them subject to Federal income tax.

DEFICIENCY
Any Participant who, while in active service, has not paid in full any contribution deficiency (in his or her AMCs), will still be entitled to a Service or Vested Retirement Benefit under this Program. However, the benefit will be reduced according to an actuarial formula that takes into account any deficiencies in AMCs.

If you have less than 5 years of Credited Service, you may withdraw your AMCs and interest. However, if you return to the Program at a later date, you will be charged a deficiency. This deficiency will be calculated as if the AMCs had never been made, including the 5% per annum statutory interest. Payment of a deficiency can be made in a lump sum or through payroll deductions.

A Disability Retirement Benefit and a Death Benefit, payable by NYCERS to a Participant or his or her designated beneficiary or estate, will be reduced according to an actuarial formula that takes into account any deficiency in AMCs.

LOANS
A Participant in the Program may borrow from his or her AMCs in the Retirement Reserve Fund, under the same rules for loans to Tier 4 members.

REFUNDS
A Participant who has rendered less than 5 years of Credited Service and who ceases to hold such a position, for any reason whatsoever, may withdraw his or her AMCs, and interest earned thereon.

DEFINITIONS

Additional Member Contributions (AMCs): contributions of 6% of all Wages, which are in addition to the Basic Tier 4 Plan member contributions of 3% of all Wages.

Credited Service: service rendered while a member of NYCERS; service transferred from another New York City or New York State Public Retirement System; and/or all purchased service.

Final Average Salary (FAS): the average annual Wages earned during any three consecutive calendar year periods, or the final 36 months immediately preceding retirement, whichever is greater. The salary earned during any year included in this three-year average cannot exceed the previous two years by more than 10%.

Members’ Contribution Accumulation Fund (MCAF): an account maintained for each member into which the basic contributions are deposited, plus interest.

Participant: a member of NYCERS who elects or is required to contribute to the 911 Communications Operators/25 Year Plan.

Police Communications Member: all members employed by the New York City Police Department as police communications technicians, supervising police communications technicians, or principal police communications technicians.

Program: The 911 Communications Operators/25 Year Plan

Retirement Reserve Fund: an account maintained for deposit of the AMCs that are deducted from the member’s paycheck, plus earned interest.

Wages: any earnings paid for services rendered to a public employer in New York City or New York State.
Anyone who was a member of NYCERS and employed in a covered title on the availability date (see chart) had an OPTIONS to participate in the SPO-25 Plan by filing an election form with NYCERS by a specified date. THESE OPTIONS HAVE EXPIRED.

Anyone who was a NYCERS member but was not in an SPO title on the availability date who subsequently becomes employed in an SPO title after such date, has an OPTION to join the SPO-25 Plan. An election form to participate must be filed within 180 days after appointment to an SPO title.

Participation is MANDATORY for any person who becomes employed in an SPO title and becomes a NYCERS member after the availability date for such title except for members who have exceeded age 30 upon becoming employed in an SPO title. Members who become employed in an SPO title after age 30 have the OPTION to not participate in the SPO-25 Plan. Such members must file Form #186 within 180 days after becoming employed in an SPO title or joining NYCERS, whichever is later.

Participants who cease to hold an SPO title will no longer be able to participate in the SPO-25 Plan.

Participants who terminate service from an SPO title and return to an SPO title at a later date will again be required to participate in the SPO-25 Plan.

As a Tier 4 member you are required to contribute 3% of your gross wages until the earlier of attaining 10 years of Credited Service or reaching your tenth anniversary of membership. These contributions are referred to as Basic Member Contributions (BMCs) and they are held in the Member Contribution Accumulation Fund (MCAF).

As a member of the SPO-25 Plan, you are also required to contribute Additional Member Contributions (AMCs) of 6.25% on all gross wages for Allowable Service in an SPO title rendered on or after December 19, 2001. AMCs are required to be made for the first 30 years of Allowable Service.

### PARTICIPATION

Participation in the SPO-25 Plan may be optional or mandatory depending on factors such as title, NYCERS membership status and your age at the time of your employment in one of the covered titles in the SPO-25 Plan. The chart below lists each of the covered titles and the dates the SPO-25 Plan first became available for such titles.

<table>
<thead>
<tr>
<th>Special Peace Officer Title and Agency</th>
<th>Availability Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Officers employed by any mayoral agency</td>
<td>12/19/2001</td>
</tr>
<tr>
<td>Parking Control Specialists employed by the NYC DOT</td>
<td></td>
</tr>
<tr>
<td>School Safety Agents employed by the NYPD</td>
<td></td>
</tr>
<tr>
<td>Campus Peace Officers employed by CUNY</td>
<td></td>
</tr>
<tr>
<td>Taxi and Limousine Inspectors employed by the TLC</td>
<td></td>
</tr>
<tr>
<td>Special Officers employed by the NYCHA</td>
<td>10/02/2002</td>
</tr>
<tr>
<td>School Safety Agents employed by the BOE</td>
<td></td>
</tr>
<tr>
<td>Urban Park Rangers or Associate Urban Park Rangers employed by NYC Department of Parks and Recreation</td>
<td>10/07/2003</td>
</tr>
</tbody>
</table>
AMCs are maintained in the Retirement Reserve Fund (RRF), which is an account maintained separately from the MCAF account. Both funds earn interest at a rate of 5%, compounded annually.

All contributions are Federal tax deferred, meaning that you do not pay Federal taxes on the contributions, only New York State and local taxes. Contributions made while on Union leave are not Federal tax deferred.

DEFICITS

Failure to pay any of the required BMCs or AMCs will result in a deficit. If a deficit is identified prior to retirement, steps will be taken to resolve the deficit.

In the event of an unresolved deficit at retirement in the MCAF account (BMCs) or in the RRF account (AMCs), an actuarial reduction can be applied to the pension benefit.

LOANS

In addition to the ability to borrow up to 75% of the BMCs held in the MCAF account, SPO-25 Plan participants may borrow up to 75% of the AMCs held in the RRF account. Any loans taken are subject to the same terms and conditions applicable to Tier 4 members. Please consult the Tier 4 62/5 Summary Plan Description (SPD) booklet or Brochure #911 for additional information.

ALLOWABLE SERVICE

Allowable Service is a special term used in the SPO-25 Plan. It is defined as service rendered in a covered title in the SPO-25 Plan. Allowable Service in the SPO-25 Plan also includes certain Military Service, Union Leave Service and Purchased Service for any time rendered in an SPO title before becoming a NYCERS member.

Allowable Service does not include other public service rendered in New York State or New York City, e.g., service rendered in a clerical position in another agency. This is significant because only Allowable Service can be used to qualify for service retirement or for vested retirement under the SPO-25 Plan.

VESTED RETIREMENT BENEFIT

SPO-25 Plan members who separate from service with at least five, but less than 25, years of Allowable Service are entitled to a Vested Retirement Benefit. This benefit becomes payable on the date you would have completed 25 years of Allowable Service. The Vested Retirement Benefit is calculated using the following formula:

\[ 2\% \times \text{Final Average Salary} \times \text{years of Allowable Service} \]

Refunds

SPO-25 Plan participants who have rendered less than 10 years of Credited Service and who leave City service may apply for a refund of BMCs, plus accrued interest, effectively terminating their membership. Members with between five and 10 years of Credited Service must also waive their right to a Vested Retirement Benefit. Refunds of BMCs are not possible for members with 10 or more years of Credited Service.

Participants who cease to be employed in an SPO title for any reason whatsoever and who have rendered less than 15 years of Allowable Service have the option of withdrawing their AMCs, plus accrued interest. AMCs may also be withdrawn if a participant with less than 15 years of Allowable Service changes titles to a non-SPO title and remains in City service. After receiving the refund of AMCs, such participant will no longer be entitled to a benefit under the SPO-25 Plan, but will be entitled to a benefit from his or her underlying Tier 4 plan (assuming service requirements have been met).

SERVICE RETIREMENT

Participants in the SPO-25 Plan become eligible to receive a Service Retirement Benefit upon attaining 25 or more years of Allowable Service without regard to age. The Service Retirement Benefit is calculated using the following formula:

\[ 50\% \times \text{Final Average Salary (FAS)} \] for the first 25 years of Allowable Service, plus

\[ 2\% \times \text{FAS} \] for each year of Allowable Service in excess of 25 years, up to a maximum of 30 years.

Final Average Salary is defined as the greater of:

- the average of wages earned during any three consecutive calendar years
- the average of wages earned during the 36 months immediately preceding your retirement date.

NOTE: Wages earned in any year used in the FAS computation cannot exceed more than 10% of the average of the previous two years.

Participants in the SPO-25 Plan must file a service retirement application at least 30 days prior to the effective date of retirement, but no more than 90 days prior to the effective date of retirement.

BASIC TIER 4 BENEFITS

Participants in the SPO-25 Plan are entitled to other benefits applicable to Tier 4 members besides the Vested and Service Retirement Benefits conferred by such plan. Such benefits include, but are not limited to, disability and death benefits. Participants should refer to the Tier 4 62/5 Summary Plan Description for additional information on these benefits.
The Road to Retirement

ENJOY YOUR RETIREMENT!
Establish your effective date of retirement.

Contact your HR Benefits Coordinator, who will assist you in determining your actual retirement date. It may not be your last day on the job.

Create your MyNYCERS account. This is the gateway to managing your retirement with NYCERS, including filing your retirement application.

File your retirement application via MyNYCERS. You can also sign up for Direct Deposit (EFT) via MyNYCERS.

NYCERS confirms your retirement date that will be reflected in your MyNYCERS account. Advance payments begin.

Select a Retirement Option.

Your Retirement Option is finalized. Full monthly payments begin.

ENJOY YOUR RETIREMENT!
**6 Stops on the Road to Your Retirement**

Retiring from your City job is an important step and the beginning of an exciting time in your life! On a practical note, it’s a process that will take at least a few months to complete and can go more smoothly if you fully understand what to do and what to expect.

<table>
<thead>
<tr>
<th>1</th>
<th>90-180 days before your target retirement date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Establish Your Effective Date of Retirement</strong></td>
<td></td>
</tr>
<tr>
<td>Your Benefits Coordinator will work with your payroll department to determine your leave balances and last day on payroll. The day after your last day on payroll will be your retirement date -- <strong>that is the date you should put on your NYCERS Service Retirement Application form -- Form #511 for Tier 1 members, and Form #521 for Tiers 2, 3, 4, and 6 members.</strong></td>
<td></td>
</tr>
<tr>
<td>The usage of leave balances can also affect your retirement date. Most non-managerial employees remain on payroll until they have exhausted all unused leave time. Therefore, it is important to contact your employer’s Benefits Coordinator to determine your correct retirement date.</td>
<td></td>
</tr>
<tr>
<td>Many agencies will give you a letter with this information, which you should then provide to NYCERS when you file for retirement.</td>
<td></td>
</tr>
<tr>
<td>Note: Managerial employees receive unused leave in a lump sum, so they can stop working and retire the next day if they wish.</td>
<td></td>
</tr>
</tbody>
</table>

| 2 | Around the same time you are filing for retirement |
| **Create Your MyNYCERS Account** |
| Need help creating your MyNYCERS account? Read Brochure #967 How to Register for MyNYCERS. |

| 3 | 30-90 days before your last day on payroll |
| **File Your Retirement Application via MyNYCERS** |
| Certain retirement plans require that you submit your application at least 30 days before your desired retirement date. Other plans allow later submissions, even as late as the day before your retirement date. After you have consulted with your Benefits Coordinator and established a “last day paid,” it is suggested that you submit your service or retirement application online. If you prefer to meet with an NYCERS Representative in person, you must call the Call Center at (347) 643-3000 to schedule an appointment. Phone and video consultations are also available. When you visit, you should also bring: (1) birth documentation, such as a passport or birth certificate, for yourself (and your beneficiary, if you have one), and (2) photo identification, such as your work identification or driver’s license. You should also be prepared to provide the address, date of birth, and Social Security number of your beneficiary for your temporary option election. |

| 4 | 3 weeks after retirement date |
| **Sign-Up for Direct Deposit (EFT) via MyNYCERS** |
| Log in to your MyNYCERS account and click “Update Pension Payment Method” in the menu to request direct deposit for all subsequent pension payments. (Alternatively, members can submit Direct Deposit Form #380.) |

| 5 | 30-90 days before your last day on payroll |
| **Select a Retirement Option** |
| As a registered MyNYCERS user, you can view your option letter online in your MyNYCERS account once it is ready. A hard copy will also be mailed to your address on file. The timeframe for the issuance of the option letter varies on a case-by-case basis. After reviewing your option letter, log in to your MyNYCERS account and click “Option Election” in the menu to file your Final Option Election or return the completed forms. Your election must be made within 60 days of the date on your option letter. The sooner you file your election, the sooner your final allowance can be calculated. |

| 6 | 30-90 days before your last day on payroll |
| **Your Retirement Option is Finalized** |
| Your final pension option is determined based on your Final Option Election. It includes any retroactive monies that might be payable, because the final option you elected may pay you more than the advance payments you’ve been receiving since your retirement date. This is the final step in the retirement process! |

**Congratulations, and Enjoy Your Retirement!**
The Filing Process (1 of 2)

Meet with your agency's Benefit Coordinator
- Leave Balances (Vacation, Sick, Terminal)
- Health Insurance

Retirement Date = The day after Last Day on Payroll

Last Day Worked vs. Last Day on Payroll

Notes
MyNYCERS is your secure online portal to your NYCERS pension account. It has many features, including forms and applications you can file online. Follow the steps below to sign up for MyNYCERS. It’s fast, easy, and secure.

**Step 1 – Go to www.MyNYCERS.org**

**Note:** If you registered for MyNYCERS prior to April 2020, you will need to re-register on the new site.

Once the page is open, click the **Register** button to begin.

**Step 2 – Tell Us Who You Are**

Enter your First Name and Last Name (exactly as they appear in NYCERS records), Social Security Number, and Date of Birth. After reviewing and agreeing to the Terms & Conditions, click **Next**.

**Step 3 – Verify Your Identity**

NYCERS relies on independent, third-party verification questions to confirm your identity when creating your account.

**Step 4 on next page...**
How to Register for MyNYCERS

**Step 4 – Create Your Login Credentials**

Enter a valid Email Address, Mobile Phone, User Name and Password. User Name must be in the form of an email address. Password must be at least 8 characters, including one capital letter, one number and one special character (!,@,#,$,%). To prevent errors, you will be asked to enter your password twice. Click **Sign Up** when complete.

---

**Step 5 – Log In**

Click the button to **Log In** and complete your account registration.

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**Step 6 – Two-Factor Authentication**

To complete registration, members are required to verify their identity using two-factor authentication. You can choose to have the verification code sent to the email address or mobile number you provided in Step 4.
NYCERS mobile app is now available for download from Google Play or the App Store.

**NYCERS Mobile App**

Download from Google Play or the App Store

**MyNYCERS Member Website**

www.mynycers.org

Online services are available 24/7 from both the mobile app and the MyNYCERS website.

Register for the MyNYCERS member portal on the mobile app or at www.mynycers.org to file forms online and manage your NYCERS account from the safety and comfort of your home.

Username and password are the same on website and mobile app.

Check out all the new online features:

**Online Features for Members**

- View Account Data
- Benefit Estimator
- Service Buyback
- Chatbot
- Update Contact Information
- Disability Retirement
- Document Viewing

**Online Features for Retirees and Beneficiaries**

- Chatbot
- Set-Up an Appointment
- Update Contact Information
- Document Viewing
- Electronic Funds Transfer (EFT)
- Manage Beneficiaries (as eligible)
- Online Payments (e.g., loan after retirement)

Registration instructions are available on the mobile app and on www.mynycers.org.

Call Center Hours: Monday – Friday, 8 am – 5 pm; (347) 643-3000
The Filing Process (2 of 2)

File Retirement Application
- Need an *Agency Letter with your Last Day on Payroll*.
- You can file your retirement application between 30 to 90 days prior to your retirement date.
- Change your mind about retiring? You must withdraw retirement application prior to your effective retirement date.

NYCERS will notify NYC Office of Labor Relations of your retirement filing!!!!

Apply for direct deposit via your MyNYCERS account.

Notes
The day has finally come. You have decided, or at least are thinking of retiring. To help you make that decision, NYCERS wants you to have a full understanding of what happens from the minute you turn in your application to the day you receive your first retirement payment.

Filing Requirements
Filing requirements differ in each Tier and Plan. Tier 1 and Tier 2 members who meet all eligibility requirements, and wish to retire, must file an application at least 30, but not more than 90, days before the effective date that they wish to retire. Tier 3, Tier 4 and Tier 6 members (except members in certain special retirement plans who must adhere to requirements identical to Tier 1 and 2) may file up to the day they wish to retire, but no more than 90 days before.

NYCERS considers your retirement date to be the day after the last day you are paid. This may be different than your last day at work. When you inform your employer as to the date you wish to "stop" working, they will inform you of any unused leave time you have accumulated. Unused leave time may be paid in lump sum (generally, managers) or through paychecks (generally, non-managers). If paid through paychecks, it is especially important to coordinate with your employer to determine when those paychecks will cease. Remember, your retirement date is the day after your last day paid and receiving paychecks means you are being paid.

NYCERS encourages all members to hand deliver any applications that are time sensitive to NYCERS' Customer Service Center. You take considerable risk of undocumented or lost applications when mailing such documents. NYCERS' Customer Service Center Express Lane is designated to accept applications and will provide you with a receipt of submission for your records.

Withdrawing An Application For Service Retirement
You may withdraw your application for Service Retirement by filing Withdrawal of Service Retirement Application (Form #542, enclosed in this kit) with NYCERS up to the day before your effective date of retirement. If your request is received after your retirement date, it is denied.

Changing Your Retirement Date
If you have filed for retirement and have decided you want to change the date of your retirement, you may extend your retirement date up to 90 days from the original filing date. To change your retirement date, you need to submit a Request to Change or Correct Retirement Date (Form #543, enclosed in this kit). Any extension longer than 90 days will require you to withdraw your application.

Your First Retirement Payment
If you are eligible for a service retirement, your case is processed for an advance payment, which is a temporary partial pension payment.

If you retire on the 1st or 2nd of the month you will receive an advance payment at the end of the month in which you retire. Example: If you retire on January 2, your first advance payment will be on January 31.

If you retire on the 3rd of the month, or later, you will receive an advance payment at the end of the following month.

Example: If you retire on January 3, your first advance payment will be on February 28.

Starting with your first advance payment, Federal income taxes will be withheld based on the election you made on your retirement application. To see how your advance payment is calculated, see the enclosed “Advance Payment” brochure.

Option Letter
An option letter breaks down the amount your pension will be under the various retirement options available to you. Once you receive this letter, you have 60 days to notify NYCERS of the option you choose. If you do not choose an option within this time frame, your retirement benefit is processed under the Maximum Retirement Allowance or, if applicable, the temporary option you selected on your retirement application. The Maximum Retirement Allowance is payable to you only for your lifetime with no benefits continuing after your death. See the enclosed “Option Letter” brochure to see an example of what you should expect.

Option
The option you select is important to both you and your beneficiary, should you choose to nominate one. Be sure you understand each option and elect the one that best fulfills your needs. The sooner you file an option selection, the sooner NYCERS can process your case for your full retirement benefit. You MAY NOT change an option once your first full payment has been sent to you. See the enclosed “Options” brochure to get an overview of the various options available to you and the impact each one may have on your retirement benefit.
Processing Your Case For Full Payment Of Your Retirement Benefit

After you have selected an option (or, by default, one has been awarded to you) your file is processed and you are placed on the pension payroll for the full amount. This payment will include retroactive amounts from your retirement date. You will then receive a letter that includes the details of the option chosen, as well as information you will need for Federal income tax purposes.

When And Where Your Pension Payments Will Be Sent

Pension checks are dated the last day of each month and are sent two business days before that date. You have various options on how to receive your pension payments.

- You may elect to have your pension checks mailed to your home, a Post Office box or any address you choose, or
- You may elect to have your pension payments directly deposited into your checking or savings bank account by Electronic Funds Transfer (EFT).

Why EFT?

EFT ensures your payment will not be lost or stolen. Funds are automatically available in your bank account on the last day of each month. If you are interested, you must file an Authorization for Direct Deposit (EFT) of Monthly Retirement Allowance (Form #380), enclosed for your convenience.

Some of the reasons that over 60% of NYCERS’ pensioners use EFT:

- SAFE: Eliminates lost or stolen checks
- SURE: Ensures that you get your retirement allowance every month, even if you’re out of town, ill or on vacation
- FAST: Your account is credited on the payment date - no waiting for a pension check to clear before you can draw on it
- EASY: Eliminates a trip to the bank and waiting in lines

Lost Check

If you do not receive your check by the 10th day of the following month, notify NYCERS and an Affidavit Concerning Lost Check will be sent to you. NYCERS will not take a report of nonreceipt of a pension check until the 10th of the month.

Taxes

Taxes are automatically withheld from all pension checks you receive from NYCERS based on the Federal tax table for a person who is married claiming three exemptions, unless you indicate on your retirement application or Form #349 (Application to Change Federal Income Tax Withheld) to have taxes withheld on a different basis, or, that no taxes be withheld.

Health Insurance

NYCERS does not administer health insurance benefits. If you have any problems with coverage or deductions from your pension payments, you should call one of the following entities:

- NYC Office of Labor Relations - Health Benefits Division: (212) 513-0470
- NYC Transit Authority - Employee Benefits: (646) 376-0123
- TBTA - Benefits Division: (646) 252-7935

Change Of Address

If we do not have your current address, you could experience delays in receiving pension payments, refund checks and other important documents. To prevent this, notify NYCERS of appropriate changes.

It is important you notify NYCERS, even if your pension payment is sent directly to a bank. NYCERS needs your current address in order to mail you important correspondence, including your annual income tax statement (1099R) and quarterly EFT statements.

If NYCERS sends you correspondence and it is returned, your pension payments may be withheld until you contact NYCERS.

When You’ve Decided To Retire, Remember:

- If possible, hand deliver your application to NYCERS’ Customer Service Center at 340 Jay Street Downtown Brooklyn Mezzanine Level At Renaissance Plaza
  - The date you retire determines when you will receive your first advance payment, but will not affect your pension in the long run.
  - Take careful consideration when choosing your Retirement Option, but be sure to make a selection and return it to NYCERS within 60 days.
  - The sooner you select your option, the sooner your full check will be distributed.
  - Make sure you let NYCERS know if you move, even during your retirement!

Lost Check

If you do not receive your check by the 10th day of the following month, notify NYCERS and an Affidavit Concerning Lost Check will be sent to you. NYCERS will not take a report of nonreceipt of a pension check until the 10th of the month.

Taxes

Taxes are automatically withheld from all pension checks you receive from NYCERS based on the Federal tax table for a person who is married claiming three exemptions, unless you indicate on your retirement application or Form #349 (Application to Change Federal Income Tax Withheld) to have taxes withheld on a different basis, or, that no taxes be withheld.
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. This application also allows you to elect one of two 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 contact our Call Center at (347) 643-3000.

By electing a temporary option, you protect your beneficiary(ies) during the period between your effective retirement date and the date NYCERS receives your Permanent Retirement Option Election Form (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 our system, the new address will become your official address in our records. Contact our 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 for details.)

I hereby make application for retirement from City service to take effect on [ ]/[/]/[YYYY], with my retirement allowance to begin on the effective date of my retirement, or on the initial date of payability, whichever is later.

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 as your temporary option and your membership contributions plus accumulated interest will be paid to the beneficiary(ies) 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
The two temporary options are: the 100% Joint-and-Survivor Option and the Ten-Year Certain Option. Please read the descriptions of both before choosing only one temporary option. Provide information about your beneficiary(ies) following the option you have elected. Use your beneficiary’s given name (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 Ten-Year Certain Option, you may designate one primary and one contingent beneficiary, and birthdate evidence for your beneficiary is not required. Tier 2 and 3 members may designate their Estate for the Ten-Year Certain Option (see page 3); Tier 4 and 6 members may not.

Sign this form and have it notarized, Page 4
Member Number  Last 4 Digits of SSN

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<th>First Name</th>
<th>M.I.</th>
<th>Last Name</th>
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<th>Full Social Security Number</th>
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☐ 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. Among the factors considered in the calculation are the life expectancies of both you and your designated beneficiary. Under this option, you receive a reduced pension (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 his or her lifetime would be 100% of the reduced pension you would have received during your lifetime.

The beneficiary whom I wish to nominate to receive the 100% Joint-and-Survivor benefit is:

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<th>First Name</th>
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---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 10-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.

The beneficiary(ies) whom I wish to nominate to receive the Ten-Year Certain benefit is:

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If this beneficiary is a minor, check here and submit Form #137. If Form #137 is not submitted, NYCERS requires Letters of Guardianship for the Estate of the minor in order to pay a benefit to the minor.

☐ If this beneficiary is a minor, check here and submit Form #137. If Form #137 is not submitted, NYCERS requires Letters of Guardianship for the Estate of the minor in order to pay a benefit to the minor.

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<th>Full Social Security Number</th>
<th>Date of Birth [MM/DD/YYYY]</th>
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If this beneficiary is a minor, check here and complete the guardian information on Form #137. If Form #137 is not submitted, NYCERS requires Letters of Guardianship for the Estate of the minor in order to pay a benefit to the minor.
Mail completed form to:
30-30 47th Avenue, 10th Fl
Long Island City, NY 11101

Member Number ______________________ Last 4 Digits of SSN ______________________

First Name ______________________ M.I. ______________________ Last Name ______________________

Full Social Security Number ______________________ Date of Birth [MM/DD/YYYY] ______________________ Relationship ______________________

Address ______________________ Apt. Number ______________________

City ______________________ State ______________________ Zip Code ______________________

☐ If this beneficiary is a minor, check here and complete the guardian information on Form #137. If Form #137 is not submitted, NYCERS requires Letters of Guardianship for the Estate of the minor in order to pay a benefit to the minor.

--OR--

Designation of Estate for Ten-Year Certain – MEMBERS RETIRING UNDER TIER 2 OR TIER 3 ONLY:

☐ I understand that by checking this box, the benefit payable under the Ten-Year Certain Option will be payable to my Estate in a lump sum.

Federal Tax Withholding

Federal tax law provides that all payers are required to withhold Federal income tax on periodic payments (similar to wages), unless you elect to be excluded from such withholding. This election will remain in effect until revoked by you. If you do not complete this election, Federal income tax will be withheld at the rate of a married individual claiming three exemptions.

Please indicate your withholding selection by marking the appropriate choice below:

1. ☐ Do not withhold Federal income tax from my pension. (Do not complete 2 or 3 if you select this option)

2. ☐ Withhold based on ______ number of exemptions using the following status (You may also enter a dollar amount in choice 3):

   (Check one only) ☐ Single ☐ Married ☐ Married, but withhold at higher “Single” rate

   In addition to the amount withheld based on my exemptions and filing status in choice 2,
   I would like to withhold $ ______ Per Month (Must specify dollar amount only)

   Note: You cannot enter an amount here without entering a number of exemptions in choice 2 (even if that number is zero).

Option Package

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 Permanent Retirement Option Election forms. Even if you are satisfied with the temporary option you elect on this form, you will be required, within 60 days of the date NYCERS mails you the option package, to make a permanent election of either the Maximum Retirement Allowance or an option that pays a benefit to your beneficiary(ies). 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 permanent option in the time specified, you will be finalized under the temporary option elected on this form. If you do not elect a temporary option on this form and you do not file a permanent option election, you will be finalized under Option 1 (Tier 2 members) or the Maximum Retirement Allowance (Tier 3, 4 and 6 members).

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 for complete details on earnings limitations for service retirees.
I, the undersigned, hereby make application for payment of a Service Retirement Benefit under the applicable provisions of the Retirement and Social Security Law (RSSL).

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___, 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.

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. If you wish to file this form in person, visit our Customer Service Center on the Mezzanine Level at 340 Jay Street, Brooklyn, NY 11201. If you have any questions regarding this form, or if you wish to elect an option other than one of the two provided on this form, please contact our 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 not less than 30 nor 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 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.

Tier 4 members with Tier 3 rights: Do not submit this form. Please call NYCERS at (347) 643-3000.

Withdrawing an Application

This application for service retirement may be withdrawn by you any time prior to the effective date of your retirement by filing a written request with NYCERS.

Sign this form and have it notarized, THIS PAGE
Authorization for Electronic Fund Transfer (EFT) of Monthly Retirement Allowance

Complete this form if you wish to have your NYCERS check automatically deposited into your bank (checking or savings) account by Electronic Fund Transfer (EFT). Be sure to read the instructions on the back of this form before submitting it to NYCERS. 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. Should you have any questions, please contact our Call Center at 347-643-3000.

Member Number OR Pension Number | Last 4 Digits of SSN | Daytime Phone
---|---|---

First Name | M.I. | Last Name
---|---|---

Address

Apt. Number

City

State

Zip Code

Bank Name

Phone Number

Branch Address

City

State

Zip Code

Account Number

Bank Routing Number

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__, 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.

Signature of Notary Public or Commissioner of Deeds

Official Title

Expiration Date of Commission

If payments are transferred in error by NYCERS, the bank will return such payments to NYCERS as authorized by the depositor. The bank also agrees to apply the same procedures described in 31 CFR 210 to such transfers, and agrees to reimburse NYCERS to the same extent as Federal agencies are reimbursed under 31 CFR 210.
Filling out this form and submitting it to NYCERS authorizes:

1. The Office of the Comptroller of the City of New York, on behalf of the New York City Employees’ Retirement System (NYCERS) to send my monthly retirement allowance via Electronic Fund Transfer (EFT) to the bank* designated on this form for deposit in my account.

2. My bank: (a) to receive my monthly retirement allowance via EFT for deposit in my account AND (b) to deduct from my designated account or deposits in my name at this bank all amounts transferred in error by NYCERS or any amounts sent after my death and to reimburse NYCERS to the extent of such deductions, applying the same procedures described in 31 CFR 210 to such transfers in error and reimbursing NYCERS to the same extent as Federal agencies are reimbursed under 31 CFR 210.

3. My heirs, my estate and designated beneficiaries of my monthly retirement allowance, respectively, to reimburse NYCERS for any amount deposited in error after my death, in event that my account is closed or contains an insufficient balance to reimburse NYCERS.

This EFT authorization will remain in effect until I have given written notice to NYCERS canceling the EFT.

* The bank you name must be a member of the Automated Clearing House in order for your funds to be deposited electronically.

**HOW EFT WORKS:**

1. Your net retirement allowance is automatically credited to your bank account on the last day of each month providing it’s a business day; if the last day is a weekend or holiday, the funds are deposited on the next business day.

2. Your monthly net retirement allowance will appear on your bank statement.

3. A quarterly statement, issued by the Office of the Comptroller, will be mailed to your home address. It will reflect details of your monthly retirement allowance, including deductions for union dues, health insurance and federal income tax withheld during the three-month period.

Your monthly retirement allowance can be deposited in either your checking or savings account - NOT split between both.

**TO AUTHORIZE EFT:**

- Provide your personal and banking information on page 1.
- Attach a preprinted personal check (name must appear on check) or preprinted savings deposit slip to this page. If your bank no longer provides personal checks or preprinted savings deposit slips, attach a copy of the top portion of your Checking or Savings Account Bank Statement.
- If submitting a preprinted check or deposit slip write VOID (in large letters) across the face, as indicated in the sample.
- Do NOT sign the check that you are attaching to this page.
- The name on your bank account must match exactly your name in NYCERS’ records.

Note: It may take up to 45 days from receipt of this form for the account to be processed for EFT.
The New York City Employees’ Retirement System (NYCERS) will accept certain documents from members, pensioners, or beneficiaries as proof of their name (not proof of date of birth) or change of name.

The appropriate items from Part I - Proof of Identity Section A and Section B must be provided to satisfy requirements for acceptable proof of identification of name.

The appropriate items from Part II - Proof of Name Change must be provided as proof of a name change.

If the individual is unable to provide sufficient proof as listed above (such as for non-U.S. Citizens), the matter will be handled on a case-by-case basis by the division manager.

Part I. Proof of Identity. The following are acceptable proofs of name identification. Appropriate items from Section A and Section B must be provided:

A) The individual must show a U.S. Social Security Card; if none exists, then any of the following may substitute for a Social Security Card:
   • Medicaid or Medicare Card, or
   • Social Security Annual Statement, or
   • Original letter from Social Security Administration stating individual’s Social Security number and date of birth (must be on official letterhead), or
   • 1099.

B) In addition to the requirements in Section A above, the individual must provide one (1) item from Section 1 or two (2) items from Section II or three (3) items from Section III:

Section I: Any one (1) of the following:
   • Driver’s License, Learner Permit or Non-Drivers ID Card with Photo that is current or expired for not more than two (2) years, from any State within the United States or U.S. Territory\(^1\), or
   • U.S. Passport or Passport Card, or
   • U.S. Military Photo ID Card, or
   • Certificate of Naturalization, or
   • Certificate of Citizenship, or
   • Original or certified copy of U.S. or U.S. Territory Birth Certificate showing both first and last name, issued by a Board of Health or Bureau of Vital Statistics. Note: Birth Certificates from Puerto Rico issued prior to July 1, 2010 are invalid and, thus, not acceptable. If no valid Birth Certificate from Puerto Rico can be provided, then the individual may submit other proof of identification in lieu of the Birth Certificate in accordance with this section, or
   • U.S. DOS Consular Report of Birth Abroad (FS-240, DS-1350, F-545), or
   • Benefit/Medicaid/NY Food Stamp Card with Photo, or
   • Current Resident Alien or Permanent Resident Card, or
   • Valid New York City Municipal ID Card (IDNYC)

\(^1\) (U.S. Territories are: American Samoa, Guam, Mariana Islands, Marshall Islands, Puerto Rico, Virgin Islands and Wake Island).

OR

Proof of Identity #711 - Page 1
Section II: If the individual cannot satisfy the requirements of Section I, then any two (2) of the following are acceptable:

- U.S. State Certificate of Title issued for any vehicle
- U.S. State Interim License or Computer-generated Learner Permit
- U.S. State Professional License
- U.S. State Registration Document (Vehicle or Boat only)
- U.S. State or Canadian Province or territory Photo Driver License (must be current or expired no longer than one (1) year)
- U.S. Marriage or Divorce Record OR Court issued Name Change Decree
- U.S. Military Dependent ID Card
- Benefit/Medicaid/NY Food Stamp Card without Photo

Section III: If the individual has none of the items in Section II, then three (3) of the following are acceptable. However, if the individual can provide only one of the items from Section II, then any two (2) of the following are required:

- Bank Statement
- Cancelled Check (with pre-printed name and address)
- Federal or State Income Tax W-2 (with SSN)
- U.S. Cash or Debit card (ATM) OR Valid Major U.S. Credit Card (must have signature and pre-printed name)
- U.S. Computer Printed Pay Stub (with name and address)
- U.S. Employee ID Card
- U.S. College ID
- U.S. Health Insurance Card/Prescription Card to show current proof of health insurance coverage
- U.S. Union Card
- U.S. Utility bill with name and address. (A utility bill is a bill containing the applicant’s name and address for any recurring service such as home phone, cell phone, electric, gas, garbage collection, or water bill).
- Veteran’s Universal Access Photo ID Card

Part II. Proof of Name Change. In order to change a name in our records, the individual must present his/her Birth Certificate, Name Change Affidavit, and:

1. For women who were previously married and have resumed the use of their maiden name, a copy of the judgment of divorce authorizing the use of the maiden name; or
2. For members who have had multiple name changes, NYCERS requires documentation, such as a marriage certificate or divorce decree, for each change of name, up to and including the current name;
3. If a name was changed by court order, a copy of such court order; or
4. For all other name changes, the individual must comply with Part I above (Sections A and B); or
5. If the requirements from Part I cannot be satisfied then any three (3) of the following additional documents showing the changed name will be acceptable:
   - A school record
   - A bible or other family record (the original document must be presented for our examination)
   - An insurance policy
   - An employment record showing name
   - A child’s birth certificate which shows member’s/pensioner’s name
   - An immigration record
   - Some other record which shows the name, for example; hospital treatment, labor union, permits, licenses, voting registration receipts, valid New York City Municipal ID Card (IDNYC)
NYCERS requires a copy of your birth certificate, and in some cases a copy of your beneficiary’s birth certificate as well, in order to calculate retirement benefits. This fact sheet lists alternative documentation that NYCERS will accept as evidence of birthdate if you cannot provide a legible, English-language birth certificate.

In place of documents that are in a language other than English, please submit a notarized English translation of the birth certificate, as well as a copy of your original.

In place of documents that are illegible, please submit a clear, legible copy of the birth certificate free of markings and erasures.

If you are unable to obtain an original birth certificate, you may submit a letter from the Social Security Administration containing date of birth, or a copy of one of the following that shows a birthdate:

<table>
<thead>
<tr>
<th>Hospital birth record</th>
<th>Current U.S. Passport or U.S. Passport Card</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ecclesiastical record (religious document; this must indicate date of birth or age)</td>
<td>Naturalization (citizenship) certificate</td>
</tr>
<tr>
<td>State or Federal census record</td>
<td>A “delayed” birth certificate</td>
</tr>
<tr>
<td>Current Resident Alien or Permanent Resident Card</td>
<td></td>
</tr>
</tbody>
</table>

If you do not have a birth certificate or any of the documents listed above, you (or your beneficiary) must complete a Birth Evidence Affidavit and submit it to NYCERS with a copy of any three (3) of the following documents that show a birthdate:

<table>
<thead>
<tr>
<th>School record</th>
<th>Your child’s birth certificate showing your date of birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signed statement by the physician/midwife who was in attendance at birth</td>
<td>Immigration record</td>
</tr>
<tr>
<td>Bible or other family record (do not tear out a page; bring full record or book to our Customer Service Center)</td>
<td>Hospital chart/record</td>
</tr>
<tr>
<td>Insurance policy</td>
<td>Current Foreign Passport</td>
</tr>
<tr>
<td>Marriage record</td>
<td>Labor union or fraternal records</td>
</tr>
<tr>
<td>Employment record</td>
<td>Permit, license, voter registration, NYC Municipal ID Card</td>
</tr>
</tbody>
</table>

If your name is different from the name on the birthdate evidence, you are required to provide additional valid documentation explaining the name change, such as a court order, a copy of a marriage certificate or divorce papers. Please write your member number on any document that you send.

Birth Certificates from Puerto Rico issued prior to July 1, 2010 are invalid and therefore not acceptable.
## Request to Change or Correct Retirement Date

If you previously filed a Service Retirement Application with NYCERS, you may change your retirement date by filing this form with NYCERS up to the day before your effective retirement date. If your request is received on or after your retirement date, it is denied.

**Note:** You cannot change your retirement date if you are already receiving your pension from NYCERS.

Send this form to NYCERS, 30-30 47th Avenue, 10th floor, Long Island City, NY 11101, or bring it to NYCERS’ Customer Service Center at 340 Jay Street, Mezzanine Level, Brooklyn, NY. 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.

No advance (partial) pension payment will be sent to you until NYCERS has a copy of your birth certificate on file.

### Member Information

<table>
<thead>
<tr>
<th>Member Number</th>
<th>Last 4 Digits of SSN</th>
<th>Home Phone Number</th>
<th>Work Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>First Name</th>
<th>M.I.</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**In Care of (if applicable):**

- **Title:**
- **Agency:**

<table>
<thead>
<tr>
<th>Address</th>
<th>Apt. Number</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

**In Care of (if applicable):**

<table>
<thead>
<tr>
<th>Address</th>
<th>Apt. Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Member Information:**

I, the undersigned, employed as

**Agency:**

in the

filed an application for service retirement with NYCERS on

[MM/DD/YYYY]

I requested that the date of retirement be made effective

[MM/DD/YYYY]

It is now my desire to change or correct the retirement date to

[MM/DD/YYYY]

**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____, 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.

**Signature of Notary Public or Commissioner of Deeds:**

**Official Title:**

**Expiration Date of Commission:**

---

**Mail completed form to:**

30-30 47th Avenue, 10th Fl
Long Island City, NY 11101

**NYCERS USE ONLY**

F543
Withdrawal of Service Retirement Application

You may withdraw your Service Retirement Application by filing this form with NYCERS up to the day before your effective date of retirement. If your request is received on or after your retirement date, it is denied. **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.**

<table>
<thead>
<tr>
<th>Member Number</th>
<th>Last 4 Digits of SSN</th>
<th>Home Phone Number</th>
<th>Work Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I, the undersigned, employed as

<table>
<thead>
<tr>
<th>First Name</th>
<th>M.I.</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

in the Department of

<table>
<thead>
<tr>
<th>Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

filed an application for service retirement on

<table>
<thead>
<tr>
<th>Date of Retirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>(MM/DD/YYYY)</td>
</tr>
</tbody>
</table>

I hereby WITHDRAW said application for retirement.

Signature of Member

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

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

State of ______ County of ______________________ On this ___ day of ___________ 2 0 __, personally appeared

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

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.

Signature of Notary Public or Commissioner of Deeds

<table>
<thead>
<tr>
<th>Official Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Expiration Date of Commission

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

If you have an official seal, affix it

<table>
<thead>
<tr>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Sign this form and have it notarized, THIS PAGE
The Retirement Process
Advance Payments

- If you retire the 1st or 2nd of the month, you will receive an advance payment at the end of the month in which you retire.

- If you retire on the 3rd of the month or later, you will not receive an advance payment until the end of the following month.

---

Notes
Below are the calculations used to determine your monthly advance pension payment. This is only a temporary partial pension payment. Once you select an option, NYCERS will calculate and pay your full pension payment. The date of your retirement will determine when you receive your first payment. See the “Filing For Retirement” Brochure #891 to determine when you will receive your first partial payment.

<table>
<thead>
<tr>
<th>PLAN</th>
<th>Tier 1</th>
<th>Tier 2</th>
<th>Tier 3</th>
<th>Tier 4</th>
<th>Tier 6 and Modified Tier 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Officer 25-Year Plan</td>
<td>44% times earnings divided by 12</td>
<td>40% times FAS divided by 12</td>
<td>N/A</td>
<td>40% times FAS divided by 12</td>
<td>40% times 5-year FAS divided by 12</td>
</tr>
<tr>
<td>Auto Worker 25-Year Plan</td>
<td>N/A</td>
<td>40% times FAS divided by 12</td>
<td>N/A</td>
<td>40% times FAS divided by 12</td>
<td>40% times 5-year FAS divided by 12</td>
</tr>
<tr>
<td>Deputy Sheriff 25-Year Plan</td>
<td>N/A</td>
<td>44% times FAS divided by 12</td>
<td>N/A</td>
<td>44% times FAS divided by 12</td>
<td>40% times 5-year FAS divided by 12</td>
</tr>
<tr>
<td>911 Communications Operators Plan</td>
<td>N/A</td>
<td>40% times FAS divided by 12</td>
<td>N/A</td>
<td>40% times FAS divided by 12</td>
<td>40% times 5-year FAS divided by 12</td>
</tr>
<tr>
<td>Police 20-Year Plan, Mod P-20 (Tier 2)</td>
<td>40% times earnings divided by 12</td>
<td>35% times FAS divided by 12</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Sanitation 20-Year Plan, Mod S-20 (Tier 2)</td>
<td>40% times earnings divided by 12</td>
<td>35% times FAS divided by 12</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Sanitation 20-Year Plan</td>
<td>N/A</td>
<td>40% times FAS divided by 12</td>
<td>N/A</td>
<td>40% times FAS divided by 12</td>
<td>N/A</td>
</tr>
<tr>
<td>Transit 20-Year Plan, Mod T-20 (Tier 2)</td>
<td>40% times earnings divided by 12</td>
<td>35% times FAS divided by 12</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Transit 25/55 Plan</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>For under 30 years of service, 40% times FAS divided by 12 For 30 or more years of service, 45% times FAS divided by 12</td>
<td>40% times 5-year FAS divided by 12</td>
</tr>
<tr>
<td>Career Pension Plan (CPP)</td>
<td>44% times earnings divided by 12</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Dispatcher 25-Year Plan</td>
<td>44% times FAS divided by 12</td>
<td>40% times FAS divided by 12</td>
<td>N/A</td>
<td>40% times FAS divided by 12</td>
<td>40% times 5-year FAS divided by 12</td>
</tr>
<tr>
<td>EMT 25-Year Plan</td>
<td>44% times FAS divided by 12</td>
<td>40% times FAS divided by 12</td>
<td>N/A</td>
<td>40% times FAS divided by 12</td>
<td>40% times 5-year FAS divided by 12</td>
</tr>
<tr>
<td>Modified CPP, CPP-I (Tier 2) Plan</td>
<td>N/A</td>
<td>44% times FAS divided by 12</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>------</td>
<td>----------------------------------</td>
<td>-------------------------------------</td>
<td>----------------------------------</td>
<td>----------------------------------</td>
<td>----------------------------------</td>
</tr>
<tr>
<td>DA Investigators 20-Year Plan</td>
<td>N/A</td>
<td>44% times FAS divided by 12</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>DA Investigators 25-Year Plan</td>
<td>N/A</td>
<td>44% times FAS divided by 12</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>22-Year Plan for Sanitation Force, Correction Force and DA Investigators who joined on or after 4/1/2012 (Modified Tier 3)</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>Less than 22 years: 35% times 5-year FAS divided by 12. Greater than 22 years: 40% times 5-year FAS divided by 12.</td>
</tr>
<tr>
<td>TBTA 20-Year Plan</td>
<td>N/A</td>
<td>40% times FAS divided by 12</td>
<td>N/A</td>
<td>40% times FAS divided by 12</td>
<td>40% times 5-year FAS divided by 12</td>
</tr>
<tr>
<td>55-Year-Increased-Service-Fraction Plan (ISF)</td>
<td>N/A</td>
<td>1.20% times total years of service times last full year of earnings divided by 12</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Modified ISF Plan, ISF-I Plan</td>
<td>N/A</td>
<td>1.20% times full years of service times FAS divided by 12</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Coordinated-Escalator Plan Article 14 (Tier 3)</td>
<td>N/A</td>
<td>N/A</td>
<td>80% times 1% times full years of service times FAS divided by 12</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Basic Tier 4 Plan (62/5)</td>
<td>N/A</td>
<td>N/A</td>
<td>Under 20 Years of Service: 1.20% times FAS times years of service minus [outstanding loan divided by actuarial factor] divided by 12</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>25-Year Retirement Plan (55/25) – AND – Age-57 Retirement Plan (57/5)</td>
<td>N/A</td>
<td>N/A</td>
<td>Over 20 Years of Service: 1.50% times FAS times years of service minus [outstanding loan divided by actuarial factor] divided by 12</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Advance Payments Fact Sheet #892 – Page 2
<table>
<thead>
<tr>
<th>PLAN</th>
<th>Tier 1</th>
<th>Tier 2</th>
<th>Tier 3</th>
<th>Tier 4</th>
<th>Tier 6 and Modified Tier 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Tier 6</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>Under 20 years: 1.20% times 5-year FAS times years of service minus [outstanding loan divided by actuarial factor] divided by 12</td>
</tr>
<tr>
<td>(63/10) Retirement Plan</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Over 20 years: 1.50% times 5-year FAS times years of service minus [outstanding loan divided by actuarial factor] divided by 12</td>
</tr>
<tr>
<td>Correction Officer 20-Year Plan</td>
<td>N/A</td>
<td>40% times FAS divided by 12</td>
<td>40% times FAS divided by 12</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Correction Captain 20-Year Plan</td>
<td>N/A</td>
<td>40% times FAS divided by 12</td>
<td>40% times FAS divided by 12</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Correction Officer 25-Year Plan</td>
<td>N/A</td>
<td>N/A</td>
<td>40% times FAS divided by 12</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Correction Force 20-Year Plan</td>
<td>N/A</td>
<td>N/A</td>
<td>40% times FAS divided by 12</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Other than above</td>
<td>80% times 1% times full years of service times Final Compensation divided by 12</td>
<td>80% times 1% times full years of service times Final Compensation divided by 12</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Below is the strict definition of how your pension is calculated. However, when calculating your advance payment, NYCERS will substitute your FAS or Final Compensation with your earnings, or the average of the last three years (five years for Tier 6 members), as indicated on your W2 form.

**FAS:** Your Final Average Salary is the average of the wages earned in the 36 months (60 months for Tier 6 members) prior to your retirement; or, the average of the wages earned in any three (five for Tier 6) consecutive calendar years that you wish to use in this calculation. However, there are some important things to consider:

- **Tier 2 members (and Tier 1 members with a membership date after 06/17/71):** Any year used in the calculation of the FAS (Final Salary for Tier 1) cannot exceed the average of the previous two years’ wages by 20%. Any amount in excess of the 20% is not used in this calculation.
- **Tier 3 and Tier 4 members:** Any year used in the calculation of the FAS cannot exceed the average of the previous two years’ wages by 10%. Any amount in excess of the 10% is not used in this calculation.
- **Tier 6 and Modified Tier 3 members:** Any year used in the calculation of the FAS cannot exceed the average of the previous four years’ wages by 10%. Any amount in excess of the 10% is not used in this calculation.
- **Final Compensation:** The average compensation earned during the five-year period immediately preceding a member’s retirement, or any consecutive five calendar-year period before the member’s retirement that would provide him or her with the greatest average compensation.

No advance (partial) pension payment will be sent to you until NYCERS has a copy of your birth certificate or other valid birthdate evidence on file.
Credited Service Plans
AUT-25, DSH-25 and PCT-25 Plan Members

All these types of credits count towards your retirement:

- Membership Service
- Purchased Service
- Military Service
- Transferred Service
- Membership Reinstatement
- Union Leave
- Part-Time Service

The more Service Credit you have... ..the higher your pension becomes

Notes
Allowable Service Plans
DIS-25 Plan Members

All these types of credits count towards your retirement:

- Allowable Service is a term used in the DIS-25 Plan. It is defined as service rendered in a covered title in the DIS-25 Plan.

- Allowable Service in the DIS-25 Plan also includes certain Military Service, Union Leave Service.

The more Allowable Service you have... ..the higher your pension becomes

Notes
Allowable Service Plans
EMT-25 Plan Members

All these types of credits count towards your retirement:

- In order to be eligible to retire under the EMT-25 Plan, participants must meet the service requirement which is 25 years of Allowable Service. Allowable Service for the EMT-25 Plan is service rendered while employed as an EMT Member, as well as service rendered in the title of Motor Vehicle Operator employed by the City of New York or the New York City Health & Hospitals Corporation.

- Allowable Service in the EMT-25 Plan also includes certain Military Service and Union Leave Service.

- Allowable Service does not include other public service rendered in New York State or New York City such as clerical service, etc. This is significant because only Allowable Service can be used to qualify for service retirement.

The more Allowable Service you have... ..the higher your pension becomes

Notes
Allowable Service Plans
SPO-25 Plan Members

All these types of credits count towards your retirement:

- Allowable Service is a special term used in the SPO-25 Plan. It is defined as service rendered in a covered title in the SPO-25 Plan. Allowable Service in the SPO-25 Plan also includes certain Military Service, Union Leave Service and Purchased Service for any time rendered in an SPO title before becoming a NYCERS member.

- Allowable Service does not include other public service rendered in New York State or New York City, e.g., service rendered in a clerical position in another agency. This is significant because only Allowable Service can be used to qualify for service retirement or for vested retirement under the SPO-25 Plan.

The more Allowable Service you have... ..the higher your pension becomes

Notes

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__________________________________________________________________________
Leave Without Pay (LWOP)

Any service rendered during employment that is UNPAID will NOT be Credited Service.

This includes any unpaid periods for:

- FMLA
- Medical Leave
- Parental Leave
- Suspension

Any periods while on Workers’ Compensation are ONLY pensionable for TBTA & Transit Operating Force members.

Generally, members are not permitted to buyback previous service for time spent off payroll.

Notes
Your Final Average Salary (FAS) – Tier 4

Final Average Salary is the greater of:

The average of wages earned in any three consecutive calendar years
or
the average of wages earned in the 36 months immediately preceding your retirement date

Notes
You have heard the term Final Average Salary (FAS) used in the context of determining your retirement benefit. But what does FAS really mean?

THE STRICT DEFINITION IS:
FAS is defined as the wages earned by a member during any three consecutive calendar years or the 36 months immediately preceding the member’s retirement date which provide the highest average wage.

HOWEVER:
Wages earned during any year (used in the FAS) cannot exceed the average of the previous two years by 10%.

NYCERS WILL:
Look at every paycheck for each year (in the five year period prior to your retirement date) and determine where the money was actually earned - not paid. If necessary, wages will be reallocated back to where they were earned.

Let's look at an example of how your FAS is calculated.
This explanation is based on a member's hypothetical retirement date of July 1, 2009.

**2009**
- Bi-Weekly: 06/30/09
- Bi-Weekly: 07/01/09
- Average: $50,000

**2008**
- Bi-Weekly: 06/30/08
- Bi-Weekly: 07/01/08
- Average: $45,000

**2007**
- Bi-Weekly: 06/30/07
- Bi-Weekly: 07/01/07
- Average: $40,000

**2006**
- Bi-Weekly: 06/30/06
- Bi-Weekly: 07/01/06
- Average: $35,000

**2005**
- Bi-Weekly: 06/30/05
- Bi-Weekly: 07/01/05
- Average: $30,000

**Step 1**

Compare the first twelve month period ($50,000) to the average of the previous two years ($45,000 and $40,000)
Multiply the average by 110% ($42,500 x 1.10 = $46,750)
The $50,000 exceeds the 10% threshold by $3,250
Subtract the excess from the wage $50,000-$3,250 = $46,750
### Step 2

Compare the second twelve month period ($45,000) to the average of the previous two years ($40,000 and $35,000)
- Multiply the average by 110% ($37,500 x 1.10 = $41,250)
- The $45,000 exceeds the 10% threshold by $3,750
- Subtract the excess from the wage $45,000 - $3,750 = $41,250

### Step 3

Compare the third twelve month period ($40,000) to the average of the previous two years ($35,000 and $30,000)
- Multiply the average by 110% ($32,500 x 1.10 = $35,750)
- The $40,000 exceeds the 10% threshold by $4,250
- Subtract the excess from the wage $40,000 - $4,250 = $35,750

### Step 4

Replace the original wages in the first three years with the new averages

<table>
<thead>
<tr>
<th>Year</th>
<th>Original Wage</th>
<th>New Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009</td>
<td>$50,000</td>
<td>$46,750</td>
</tr>
<tr>
<td>2008</td>
<td>$45,000</td>
<td>$41,250</td>
</tr>
<tr>
<td>2007</td>
<td>$40,000</td>
<td>$35,750</td>
</tr>
</tbody>
</table>

### Step 5

Add the revised 2009, 2008 and 2007 average salaries together and divide by 3. The result is your FAS.

\[
\frac{\$46,750 + \$41,250 + \$35,750}{3} = \$123,750
\]

\[
\frac{\$123,750}{3} = \$41,250
\]

Calculating Your FAS #929 - Page 2
The Omnibus Budget and Reconciliation Act of 1993 (OBRA '93) reduced the Maximum Compensation Limit under IRC 401(a)(17) for employees of the private sector. After a transition period the compensation limit was extended to include eligible participants of governmental state and local plans.

OBRA '93 reduced the Maximum Compensation Limit under IRC 401(a)(17) from $235,840 to $150,000 for employees of private sector Qualified Plans effective for plan years beginning in 1994. The Maximum Compensation Limit under IRC 401(a)(17) for plan years beginning in 1993 was $235,840. The $150,000 Maximum Compensation Limit under IRC 401(a)(17) is adjusted annually for cost-of-living increases in accordance with IRS guidelines.

While OBRA '93 reduced the Maximum Compensation Limit for the private sector for plan years beginning after December 31, 1993, it provided a “Transitional Rule” for “eligible participants” of governmental state and local plans.

An eligible participant for this purpose is defined as any individual who first became a participant in the plan prior to the first plan year beginning after December 31, 1995.

Therefore, the NYCRS members who joined the retirement system prior to July 1, 1996 (first plan year beginning after 12/31/1995) are exempt from the OBRA '93 Maximum Compensation Limit reductions and are “grandfathered” in the Maximum Compensation Limit rules that were in effect as of July 1, 1993 as escalated to the date of benefit determination.

However, members who first joined the plan on or after July 1, 1996 are not eligible for the “grandfathered” Pre-OBRA '93 Maximum Compensation Limit and are subject to the private sector reduced Maximum Compensation Limit under OBRA '93 as escalated to the date of benefit determination.

Please note that the Maximum Compensation Limits under IRC 401(a)(17) are adjusted annually by the IRS effective as of January 1. IRS Regulation 1.401(a)(17) – 1(b)(3)(ii) provides that for plans that determine compensation used in determining benefit accruals on the basis of compensation for a 12-consecutive-month period or periods, the annual Maximum Compensation Limit to be applied to the compensation for each of those periods is the Maximum Compensation Limit in effect for the respective calendar year in which each 12-month period begins.

Therefore, any Maximum Compensation Limit under IRC 401(a)(17) as adjusted for cost-of-living is to be applied to the compensation in each 12-month period in the member’s Final Average Salary period and is based on the respective IRC 401(a)(17) Maximum Compensation Limit in effect at the beginning of each respective 12-month period.

For example, the annual Maximum Compensation Limit for 2020 which became effective as of January 1, 2020 is to be applied to the compensation for any 12-month period beginning in 2020.

The Maximum Compensation Limits for 2020 are $285,000 for non-grandfathered members of the NYCRS and $425,000 for grandfathered members of the NYCRS.

The Maximum Compensation Limits under IRC 401(a)(17) as adjusted for cost-of-living are also to be applied to any required member contribution during a calendar year so that the member is not charged contributions for any compensation in excess of the respective calendar year Maximum Compensation Limit.
The effective grandfathered (Pre-OBRA '93) and OBRA '93 Compensation Limits since 1996 are presented below:

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Maximum Compensation Limits</th>
<th>Grandfathered</th>
<th>OBRA '93</th>
</tr>
</thead>
<tbody>
<tr>
<td>1996</td>
<td>$250,000</td>
<td>$150,000</td>
<td></td>
</tr>
<tr>
<td>1997</td>
<td>260,000</td>
<td>160,000</td>
<td></td>
</tr>
<tr>
<td>1998</td>
<td>265,000</td>
<td>160,000</td>
<td></td>
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<tr>
<td>1999</td>
<td>270,000</td>
<td>160,000</td>
<td></td>
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<tr>
<td>2000</td>
<td>275,000</td>
<td>170,000</td>
<td></td>
</tr>
<tr>
<td>2001</td>
<td>285,000</td>
<td>170,000</td>
<td></td>
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<tr>
<td>2002</td>
<td>295,000</td>
<td>200,000</td>
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<td>2003</td>
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<td>2004</td>
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<tr>
<td>2005</td>
<td>315,000</td>
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<tr>
<td>2006</td>
<td>325,000</td>
<td>220,000</td>
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<td>2007</td>
<td>335,000</td>
<td>225,000</td>
<td></td>
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<tr>
<td>2008</td>
<td>345,000</td>
<td>230,000</td>
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<td>2009</td>
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</tr>
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<td>2010</td>
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<td>2011</td>
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<td>2012</td>
<td>375,000</td>
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<td>2016</td>
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<tr>
<td>2018</td>
<td>405,000</td>
<td>275,000</td>
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<tr>
<td>2019</td>
<td>415,000</td>
<td>280,000</td>
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</tr>
<tr>
<td>2020</td>
<td>425,000</td>
<td>285,000</td>
<td></td>
</tr>
</tbody>
</table>

Note: Wages in excess of the annual salary paid to the Governor of the State of New York are excluded from wages used in the calculation of the Final Average Salary for Tier 6 Basic (63/10) and Tier 6 Special Plan members. The Governor’s salary for calendar year 2020 is $225,000.
Your Retirement Benefit
PCT-25, AUT-25, DSH-25 Plan Members

- 50% x Final Average Salary (FAS) for the first 25 years of Credited Service

- 2% x FAS x Years of Credited Service in excess of 25 years

- Up to a Maximum of 30 years of Credited Service

Must be in one of these specific titles at retirement

Notes
Your Retirement Benefit
EMT-25, DIS-25, SPO-25 Plan Members

• 50% x Final Average Salary (FAS) for the first 25 years of Allowable Service

• 2% x FAS x Years of Allowable Service in excess of 25 years

• Up to a Maximum of 30 years of Allowable Service

Must be in one of these specific titles at retirement

Notes
Outstanding Loans at Retirement

An outstanding loan at retirement will permanently reduce your annual retirement benefit.

Average annual reduction of your retirement benefit is $80 for every $1,000 of outstanding loan.

You can repay loan balance(s) in full, at any time post-retirement

Notes

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Loan Reduction Factors
For 2021 Retirements

An outstanding loan at retirement will permanently reduce your retirement benefit. The amount of the reduction in your benefit depends on the date of your retirement, your age at retirement, the size of the loan, and whether you are in a Uniformed title (Correction or Sanitation members) or a Non-Uniformed title.

The chart below illustrates the benefit reduction in dollars for every $1,000 of an outstanding loan, based on a table of factors used for 2021 service retirements from January 1, 2021 to December 31, 2021 for Uniformed and Non-Uniformed titles.

On each chart, locate your age at retirement and multiply the amount in the corresponding box by how many $1,000's of loan dollars are still unpaid.

Example: Age 61 (Non-Uniformed) with a $10,000 outstanding loan
Age 61 (Non-Uniformed) = $50.76 per $1,000 of loan
Multiply that by 10 (for the $10,000 loan)
$50.76 x 10 = $507.60
Your annual Maximum Retirement Allowance will be reduced by $507.60.

### 2021 Outstanding Loan Reduction Factors

<table>
<thead>
<tr>
<th>Age at Retirement</th>
<th>Annual Reduction per $1,000 of Loan</th>
<th>Age at Retirement</th>
<th>Annual Reduction per $1,000 of Loan</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2021 Non-Uniformed</td>
<td>2021 Uniformed</td>
<td>2021 Non-Uniformed</td>
</tr>
<tr>
<td>40</td>
<td>$32.22</td>
<td>$32.65</td>
<td>58</td>
</tr>
<tr>
<td>41</td>
<td>32.77</td>
<td>33.22</td>
<td>59</td>
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<td>42</td>
<td>33.34</td>
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<td>43</td>
<td>33.93</td>
<td>34.41</td>
<td>61</td>
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<td>34.54</td>
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<td>63</td>
</tr>
<tr>
<td>46</td>
<td>35.86</td>
<td>36.40</td>
<td>64</td>
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<tr>
<td>47</td>
<td>36.56</td>
<td>37.13</td>
<td>65</td>
</tr>
<tr>
<td>48</td>
<td>37.30</td>
<td>37.88</td>
<td>66</td>
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<tr>
<td>49</td>
<td>38.08</td>
<td>38.68</td>
<td>67</td>
</tr>
<tr>
<td>50</td>
<td>38.89</td>
<td>39.53</td>
<td>68</td>
</tr>
<tr>
<td>51</td>
<td>39.75</td>
<td>40.41</td>
<td>69</td>
</tr>
<tr>
<td>52</td>
<td>40.65</td>
<td>41.34</td>
<td>70</td>
</tr>
<tr>
<td>53</td>
<td>41.58</td>
<td>42.30</td>
<td>71</td>
</tr>
<tr>
<td>54</td>
<td>42.56</td>
<td>43.30</td>
<td>72</td>
</tr>
<tr>
<td>55</td>
<td>43.57</td>
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<td>73</td>
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<tr>
<td>56</td>
<td>44.63</td>
<td>45.43</td>
<td>74</td>
</tr>
<tr>
<td>57</td>
<td>45.74</td>
<td>46.57</td>
<td>75</td>
</tr>
</tbody>
</table>

Loan Reduction Factors #714
Retirement Options

- You can view your option letter online in your MyNYCERS account once it is ready.
- A hard copy will also be mailed to your address on file.
- You will have 60 days from the date on the Final Option package to make your final election.

Notes
Below is a sample Option Letter, which outlines a hypothetical retirement benefit under the various options available. This letter will contain amounts that you, as well as your beneficiary, should you choose to nominate one, will receive under the various options available. Selecting your option is an important decision, so be sure you read the enclosed "Option brochure" to understand each option.

If you are in the process of retiring, an Option Letter may be sent so quickly that the amount of any loan taken at retirement may not have been factored into your retirement allowance. Remember, loans at retirement will reduce your retirement allowance.

If a loan is processed after your Option Letter, the amounts stated in that letter will not be correct. Please contact NYCERS immediately if you realize that this has happened in your case. Failure to contact NYCERS will result in an overpayment in your retirement allowance, a future downward revision in your benefit, and a requirement that you return any overpayments.

<table>
<thead>
<tr>
<th>TYPE OF ALLOWANCE</th>
<th>TOTAL ANNUAL ALLOWANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAXIMUM</td>
<td>$3,754</td>
</tr>
<tr>
<td>OPTION 1 (75% CONTINUED)</td>
<td>$2,852</td>
</tr>
<tr>
<td>OPTION 2 (50% CONTINUED)</td>
<td>$2,904</td>
</tr>
<tr>
<td>OPTION 3 (25% CONTINUED)</td>
<td>$3,190</td>
</tr>
<tr>
<td>OPTION 4</td>
<td>$3,646</td>
</tr>
<tr>
<td>OPTION 5 (100% CONTINUED)</td>
<td>$2,773</td>
</tr>
<tr>
<td>(50% CONTINUED)</td>
<td>$3,172</td>
</tr>
</tbody>
</table>

The enclosed booklet explains the options in detail. The benefits described in this letter are based upon the following information:

**TYPE OF RETIREMENT:** SERVICE

**YOUR DATE OF BIRTH:** 22/22/1942

**BENEFICIARY UNDER OPTIONS 1, 2 AND 5:** JOHN DOE

**BENEFICIARY'S DATE OF BIRTH (DOCUMENTATION REQUIRED):** 05/23/1972

**FINAL AVERAGE SALARY:** $32,155.69

**TOTAL SERVICE:** 8.33

**MEMBER CONTRIBUTIONS:** $8,657.85
REGARDLESS OF THE OPTION YOU SELECT, A POST RETIREMENT LUMP SUM BENEFIT WILL BE PAYABLE UPON YOUR DEATH TO YOUR ESTATE OR DESIGNATED BENEFICIARY. TO DESIGNATE A BENEFICIARY, COMPLETE THE ENCLOSED FORM "DESIGNATION OF BENEFICIARY FOR POST RETIREMENT LUMP SUM DEATH BENEFIT". THIS FORM MUST BE NOTARIZED AND RETURNED TO THE RETIREMENT SYSTEM. THE LUMP SUM PAYABLE IS PURSUANT TO THE FOLLOWING SCHEDULE:

<table>
<thead>
<tr>
<th>MONTHS ELAPSED BETWEEN RETIREMENT AND DEATH</th>
<th>DEATH BENEFIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 MOS. OR LESS</td>
<td>$ 40,509.81</td>
</tr>
<tr>
<td>OVER 12 MOS. TO 24 MOS.</td>
<td>$ 24,254.90</td>
</tr>
<tr>
<td>OVER 24 MOS.</td>
<td>$ 9,701.96</td>
</tr>
</tbody>
</table>

IF OPTION 1, OPTION 2 OR OPTION 5 IS SELECTED, DOCUMENTARY EVIDENCE IN THE FORM OF A BIRTH CERTIFICATE WILL BE REQUIRED AS PROOF OF THE DATE OF BIRTH OF YOUR BENEFICIARY. IF YOUR DESIGNATED BENEFICIARY IS A MARRIED WOMAN, YOU MUST ALSO SUPPLY A COPY OF THE MARRIAGE CERTIFICATE(S) SHOWING THE CHANGE IN NAME FROM THAT SHOWN ON THE BIRTH CERTIFICATE.

AFTER YOU DECIDE WHICH BENEFIT YOU WANT, COMPLETE THE APPROPRIATE FORM THAT HAS BEEN ENCLOSED AND, AFTER PROPER NOTARIZATION, RETURN IT TO THE RETIREMENT SYSTEM.

YOUR FINAL SELECTION OF BENEFIT MUST BE MADE WITHIN 60 DAYS OF THE DATE OF THIS LETTER. IF THIS OFFICE HAS NOT RECEIVED AN OPTION SELECTION FROM YOU WITHIN 40 DAYS OF THE DATE OF THIS LETTER (OR ORIGINAL LETTER IF EARLIER), A LETTER OF REMINDER WILL BE SENT TO YOU BY THE RETIREMENT SYSTEM.

IF NO SELECTION OF OPTION IS MADE WITHIN SUCH 60 DAY PERIOD, YOUR RETIREMENT ALLOWANCE WILL BE PROCESSED FOR FIRST PAYMENT UNDER THE MAXIMUM RETIREMENT ALLOWANCE WITHOUT OPTIONAL MODIFICATION. OR

IF YOU FILED AN OPTION PRIOR TO RECEIPT OF THIS LETTER, AND NO OTHER SELECTION IS FILED WITHIN THE 60 DAY PERIOD, YOUR RETIREMENT ALLOWANCE WILL BE PROCESSED FOR FIRST PAYMENT UNDER THE OPTION ON FILE.
# Retirement Options

<table>
<thead>
<tr>
<th>Option 1</th>
<th>100% Joint-and-Survivor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Option 2</td>
<td>25%, 50%, or 75% Joint-and-Survivor</td>
</tr>
<tr>
<td>Option 3</td>
<td>Five-Year Certain</td>
</tr>
<tr>
<td>Option 4</td>
<td>Ten-Year Certain</td>
</tr>
<tr>
<td>Option 5</td>
<td>50% or 100% “Pop-Up”</td>
</tr>
</tbody>
</table>

Your option selection is permanent!

## Notes

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Options for Tier 4 and Tier 6 Basic and Special Plan Members

INTRODUCTION

When you prepare for retirement, you need answers to several questions:

- Do you want to provide continuing retirement income to your spouse, partner or survivor(s) after your death?
- What is the cost of continuing this income?
- What is the effect on your retirement allowance?

If you choose, you can provide for continuing income to your designated beneficiary by selecting an option. By selecting an option, you accept a reduced lifetime retirement allowance in exchange for the payment of a benefit to your designated beneficiary upon your death.

The following information explains the options available to you. NYCERS cannot tell you which option, if any, you should select. Your retirement needs are unique to your situation. Representatives in NYCERS’ Customer Service Center will try to answer your questions regarding options and other matters pertaining to your retirement. However, you and only you can make the option choice that’s right for you.

If you do not select an option, you will be awarded the Maximum Retirement Allowance.

NO OPTION
(Maximum Retirement Allowance)

If you have no spouse, partner or children who depend on you for financial support, you may decide not to select an option. If you cannot afford to receive a reduced pension, you might wish to maximize your retirement income by electing to receive the Maximum Retirement Allowance. There is no reduction in benefit associated with this election.

Your retirement benefit will depend primarily on:

- the pension plan in which you are enrolled: (for example: the basic Tier 4 Plan [62/5 Plan], the Age-57 Retirement Program [57/5 Program] or the Transit 25-Year and Age 55 Retirement Program, etc.)
- the amount of service to your credit in NYCERS
- your Final Average Salary
- your contributions
- your age

Based on these factors, NYCERS computes the Maximum Retirement Allowance.

The Maximum Retirement Allowance provides the greatest benefit payment to you while you are retired, for as long as you live. However, under the Maximum Retirement Allowance, no further payments will be made after your death.

OPTION 1
(100% Joint-and-Survivor)

Option 1 is intended for the retiree who wishes to insure that after his or her death, a designated beneficiary will continue to receive a fixed annual lifetime benefit.

Option 1 reduces your Maximum Retirement Allowance, with the provision that upon your death the same reduced retirement allowance is continued to your surviving designated beneficiary for life.
Under Option 1, the retirement allowance is paid to you no matter how long you live. Then upon your death payments continue to your surviving designated beneficiary for as long as he or she lives. Because Option 1 guarantees two specific people an income for life, the life expectancies of the retiree as well as the beneficiary are taken into consideration. Therefore, under Option 1, once you designate a beneficiary and the option is in force, you cannot change your beneficiary designation. Even if your designated beneficiary dies before you, you may not designate another person. You will continue to receive the reduced lifetime allowance.

Option 2 provides the retiree with a reduced Maximum Retirement Allowance. Upon your death, a retirement allowance of 75% or less (in increments of not less than 25%) of the amount paid to you is continued to your surviving designated beneficiary for life. The Option 2 reduction is not as great as the Option 1 reduction, because the surviving beneficiary receives a lesser percentage of the retiree’s allowance.

Because Option 2 guarantees two specific people an income for life, the life expectancies of the retiree as well as the beneficiary are taken into consideration. Therefore, under Option 2, once you designate a beneficiary, and the option is in force, you cannot change your beneficiary designation. Even if your designated beneficiary dies before you, you may not designate another person.

**Note:** Option reduction factors are based on the ages of the retiree and the designated beneficiary at retirement. The examples herein are for illustrative purposes only, and are given to show the relative cost of the various options. They are not intended to represent your actual retirement allowance.

**To Illustrate:**

- $20,000  Maximum Retirement Allowance
- $0.8578  Option 2 reduction factor
- $16,918  Annual retirement allowance payable under Option 1

In this illustration, the retiree would receive a lifetime retirement allowance of $16,918 per year. When the retiree dies, the surviving designated beneficiary will be paid the same retirement allowance for his or her lifetime.

If the designated beneficiary predeceases the retiree, all payments would then end upon the death of the retiree.

**IN SUMMARY:**

The Option 1 retirement allowance:

1. is a reduced benefit
2. is payable to you for life
3. guarantees that a percentage of your retirement allowance is payable to your designated beneficiary for his or her lifetime, if he or she survives you
4. ceases after the death of both you and your designated beneficiary
5. does not permit you to change your designated beneficiary

Option 2 is intended for the retiree who wishes to insure that after his or her death a designated beneficiary will continue to receive a fixed annual lifetime benefit.

**OPTION 2**

(25%-50%-75% Joint-and-Survivor)

**To Illustrate:**

- $20,000  Maximum Retirement Allowance
- $0.8578  Option 2 reduction factor (retiree selected 75%)
- $17,156  Annual retirement allowance payable under Option 2

In this illustration, the retiree would receive a lifetime retirement allowance of $17,156 per year. When he or she dies, the surviving designated beneficiary will be paid $12,867 per year (75% of $17,156).

If the designated beneficiary predeceases the retiree, all payments would then end upon the death of the retiree.

**IN SUMMARY:**

The Option 2 retirement allowance:

1. is a reduced benefit
2. is payable to you for life
3. guarantees that a percentage of your retirement allowance is payable to your designated beneficiary for his or her lifetime, if he or she survives you
4. ceases after the death of both you and your designated beneficiary
5. does not permit you to change your designated beneficiary

**OPTION 3 (Five-Year Certain)**

The retiree receives a reduced monthly lifetime benefit. If the retiree dies within five years from the date of retirement, the reduced monthly retirement benefit will continue to be paid to the surviving designated primary beneficiary for the unexpired balance of the five-year period. If the designated primary beneficiary predeceases the retiree, then upon the death of the retiree the balance of the payments due for the remainder of the five-
year period is paid in a lump sum to the retiree’s contingent beneficiary. If none exists, it is paid in a lump sum to the estate of the retiree.

Should a designated primary beneficiary die, after having started to receive payments, the balance will be paid in a lump sum to the designated contingent beneficiary. If none exists, the lump-sum balance is paid to the estate of the primary beneficiary.

**IN SUMMARY:**

The Option 3 retirement allowance:

1. is a reduced benefit
2. pays your beneficiary a reduced monthly benefit, if you should die within five years from the date of your retirement. Payments continue until the five-year period is expired.
3. allows payment to your contingent beneficiary, if your designated primary beneficiary predeceases you or if there is no contingent beneficiary, a lump sum will be paid to your estate
4. pays a lump-sum balance to your contingent beneficiary, if your primary beneficiary begins to collect your retirement benefit and then dies within five years from the date of your retirement or if there is no contingent beneficiary, the lump-sum balance will be paid to the estate of your primary beneficiary

**OPTION 4 (Ten-Year Certain)**

The retiree receives a reduced monthly lifetime benefit. If the retiree dies within ten years from the date of retirement, the reduced monthly retirement benefit will continue to be paid to the surviving designated primary beneficiary for the unexpired balance of the ten-year period. If the designated primary beneficiary predeceases the retiree, then upon the death of the retiree the balance of the payments due for the remainder of the ten-year period is paid in a lump sum to the retiree’s contingent beneficiary. If none exists, it is paid in a lump sum to the estate of the retiree.

Should a designated primary beneficiary die, after having started to receive payments, the balance will be paid in a lump sum to the designated contingent beneficiary. If none exists, the lump-sum balance is paid to the estate of the primary beneficiary.

**IN SUMMARY:**

The Option 4 retirement allowance:

1. is a reduced benefit
2. pays your beneficiary a reduced monthly benefit, if you should die within ten years from the date of your retirement. Payments continue until the ten-year period is expired.
3. allows payment to your contingent beneficiary, if your designated primary beneficiary predeceases you or if there is no contingent beneficiary, a lump sum will be paid to your estate
4. pays a lump-sum balance to your contingent beneficiary, if your primary beneficiary begins to collect your retirement benefit and then dies within ten years from the date of your retirement or if there is no contingent beneficiary, the lump-sum balance will be paid to the estate of your primary beneficiary

**OPTION 5 (Pop-Up Option - 100% or 50%)**

Option 5 is known as the “Pop-Up” option. Option 5 is the 100% or 50% Joint-and-Survivor Option with an added feature — if the retiree elects Option 5 and the designated beneficiary dies before him or her, the retiree’s benefit will “pop up” to the Maximum Retirement Allowance.

**To Illustrate:**

<table>
<thead>
<tr>
<th>Option 5 reduction factor</th>
<th>Annual retirement allowance payable under Option 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>$20,000</td>
<td>Maximum Retirement Allowance</td>
</tr>
<tr>
<td>0.8200</td>
<td>$16,400</td>
</tr>
</tbody>
</table>

In this illustration, the retiree will receive a reduced lifetime retirement allowance of $16,400 per year. If the retiree dies before the designated beneficiary, the beneficiary will continue to receive either the same (100%) lifetime annual retirement allowance ($16,400) or one-half (50%) of the lifetime annual retirement allowance ($8,200), depending on the retiree’s selection. However, if the designated beneficiary dies before the retiree, the retiree’s annual retirement allowance will “pop up” to the Maximum Retirement Allowance of $20,000. All payments will then cease upon the retiree’s death.

Under Option 5, you cannot change your beneficiary after your option selection is in force.

**IN SUMMARY:**

The Option 5 retirement allowance:

1. is a reduced benefit
2. upon your death, pays your beneficiary either the same (100%) lifetime retirement allowance or one-half (50%) of your retirement allowance, depending on your selection
3. increases your retirement allowance because it “pops up” to the Maximum Retirement Allowance, payable for the rest of your life, if your beneficiary predeceases you
Retirement Option Election Form for Tier 4 and Tier 6 63/10
& Special Plan Members -- Maximum, Option 1, Option 2, and Option 5

This Retirement Option Election Form allows you to elect either the Maximum Retirement Allowance or an option that provides a continuing benefit to your designated beneficiary after your death. By electing a retirement option, you will receive a reduced retirement benefit. If you do not choose an option within 60 days of receiving NYCERS' Option letter, you will automatically be retired under the interim option you selected. Submit ONLY ONE Retirement Option Election Form. NOTE: If the address you provide on this form is different from the address in our system, the new address will become your official address in our records.

If you wish to make an election on this form, complete this form in its entirety, sign it, have it notarized, and send it to NYCERS at the mailing address above. If you wish to file this form in person, visit our Customer Service Center on the Mezzanine level of 340 Jay Street in downtown Brooklyn. If you have any questions regarding this form, please contact our Call Center at (347) 643-3000.

Retirement Option Election Form for Tier 4 and Tier 6 63/10 & Special Plan Members -- Maximum, Option 1, Option 2, and Option 5

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

First Name M.I. Last Name

In Care of (if applicable) Daytime Phone Number

Address Apt. Number

City State Zip Code

ELECT MAXIMUM RETIREMENT ALLOWANCE

☐ Maximum 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 election I cannot elect a beneficiary.

-- OR --

ELECT A JOINT-AND-SURVIVOR OPTION (choose only one)
The option you elect is important to both you and your beneficiary. Please read the option descriptions below and elect the option that best meets your needs. Double-check that you have marked the box for the option you wish to elect and that you have provided beneficiary information, because you are determining how your pension will be paid. Do not alter anything on this form, as that will render it invalid. 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.

Option 1
☐ Joint-and-Survivor 100% I elect to receive a reduced lifetime retirement allowance. If I die before my beneficiary, the same monthly amount will continue to be paid to him or her for life. If my beneficiary predeceases me, all payments will cease upon my death. I understand that I cannot change my beneficiary once this option election is in force.

Option 2
☐ Joint-and-Survivor 75%/50%/25% I elect to receive a reduced lifetime retirement allowance. If I die before my beneficiary, a percentage of my retirement allowance will continue to be paid to him or her for life. If my beneficiary predeceases me, all payments will cease upon my death. I understand that I cannot change my beneficiary once this option election is in force. [You must check one percentage below in order for Option 2 election to be valid.]

Indicate percentage: ☐ 75% -- OR -- ☐ 50% -- OR -- ☐ 25%

Sign this form and have it notarized, Page 2
Mail completed form to:
30-30 47th Avenue, 10th Fl
Long Island City, NY 11101

Member Number OR Pension Number Last 4 Digits of SSN

Option 5
Pop-Up
□ Joint-and-Survivor 100%

I elect to receive a reduced lifetime retirement allowance. If I die before my beneficiary, the same monthly amount will continue to be paid to him or her for life. If my beneficiary predeceases me, my allowance will be changed to the Maximum allowance and all payments will cease upon my death. I understand that I cannot change my beneficiary once this option election is in force.

Option 5
Pop-Up
□ Joint-and-Survivor 50%

I elect to receive a reduced lifetime retirement allowance. If I die before my beneficiary, one-half (50%) of my retirement allowance will continue to be paid to him or her for life. If my beneficiary predeceases me, my allowance will be changed to the Maximum allowance and all payments will cease upon my death. I understand that I cannot change my beneficiary once this option election is in force.

DESIGNATE YOUR BENEFICIARY FOR JOINT-AND-SURVIVOR OPTION
Please provide information about your beneficiary below. Use your beneficiary’s given name (Mary Smith, not Mrs. John Smith). Only one beneficiary may be named in a Joint-and-Survivor or Pop-Up Option. [If you elected the Maximum Allowance on page 1, do not provide any beneficiary information below.]

First Name M.I. Last Name

Full Social Security Number Date of Birth [MM/DD/YYYY] Relationship

Address Apt. Number

City State Zip Code

If this beneficiary is a minor, check here and complete the Guardian information on Form #137. If Form #137 is not submitted, NYCERS will require Letters of Guardianship for the Estate of a minor in order to pay a benefit to the minor.

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__ 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.

Signature of Notary Public or Commissioner of Deeds

Official Title

Expiration Date of Commission

Sign this form and have it notarized, THIS PAGE
Retirement Option Election Form
Tier 4 and Tier 6 – Five-Year and Ten-Year Certain

This Retirement Option Election Form allows you to elect an option that provides a continuing benefit to your designated beneficiary after your death. By electing a retirement option, you will receive a reduced lifetime benefit. If you do not choose an option within 60 days of receiving NYCERS’ Option letter, you will automatically be retired under the interim option you selected. Submit ONLY ONE Retirement Option Election form.

If you wish to elect an option on this form, complete the form in its entirety, sign it, have it notarized, and send it to NYCERS at the address below. If you wish to file this form in person, visit our Customer Service Center on the Mezzanine level of 340 Jay Street in downtown Brooklyn. If you have any questions regarding this form, please contact our Call Center at (347) 643-3000. If you wish to elect an option other than the two listed, please contact NYCERS for the appropriate form. 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 OR Pension Number
Last 4 Digits of SSN
Date of Birth [MM/DD/YYYY]

First Name
M.I.
Last Name

In Care of (if applicable)

Daytime Phone Number

Address
Apt. Number

City
State
Zip Code

ELECT AN OPTION (choose only one)
The option you elect is important to both you and your beneficiary. Please read the option descriptions below and elect the option that best meets your needs. Double-check that you have marked the box for the option you wish to elect and that you have provided beneficiary information, because you are determining how your pension will be paid. Do not alter anything on this form, as that will render it invalid.

Please indicate your election by marking one of the following:

☐ Five-Year Certain I elect to receive a reduced monthly lifetime benefit. If I die within five years from the date of my retirement, the reduced monthly retirement benefit will continue to be paid to the designated primary beneficiary for the unexpired balance of the five-year period. In the event of the death of the primary beneficiary after such beneficiary has begun to receive payment, the unexpended benefit will be paid in a lump sum to the contingent beneficiary or, if no contingent beneficiary exists, to the estate of the primary beneficiary.

☐ Ten-Year Certain I elect to receive a reduced monthly lifetime benefit. If I die within ten years from the date of my retirement, the reduced monthly retirement benefit will continue to be paid to the designated primary beneficiary for the unexpired balance of the ten-year period. In the event of the death of the primary beneficiary after such beneficiary has begun to receive payment, the unexpended benefit will be paid in a lump sum to the contingent beneficiary or, if no contingent beneficiary exists, to the estate of the primary beneficiary.
**Designation of Primary Beneficiary**

I hereby name the following Primary Beneficiary to receive any benefit payable on my behalf:

<table>
<thead>
<tr>
<th>First Name</th>
<th>M.I.</th>
<th>Last Name</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Full Social Security Number</th>
<th>Date of Birth (MM/DD/YYYY)</th>
<th>Relationship</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>Apt. Number</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
</table>

- If this beneficiary is a minor, check here and complete the guardian information on Form #137. If Form #137 is not submitted, NYCERS requires Letters of Guardianship for the Estate of the minor in order to pay a benefit to the minor.

**Designation of Contingent Beneficiary**

If my Primary Beneficiary dies before collecting the entire benefit, the Contingent Beneficiary whom I nominate to receive benefits is:

<table>
<thead>
<tr>
<th>First Name</th>
<th>M.I.</th>
<th>Last Name</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Full Social Security Number</th>
<th>Date of Birth (MM/DD/YYYY)</th>
<th>Relationship</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Address</th>
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</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
</table>

- If this beneficiary is a minor, check here and complete the guardian information on Form #137. If Form #137 is not submitted, NYCERS requires Letters of Guardianship for the Estate of the minor in order to pay a benefit to the minor.
Mail completed form to:
30-30 47th Avenue, 10th Fl
Long Island City, NY 11101

Member Number OR Pension Number Last 4 Digits of SSN

I understand that by selecting an option I am accepting a reduced lifetime retirement allowance in exchange for the payment of my benefit to my designated beneficiary, upon my death.

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___ 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.

Signature of Notary Public or Commissioner of Deeds __________________________

Official Title __________________________

Expiration Date of Commission __________________________

NYCERS USE ONLY

F563

Sign this form and have it notarized, THIS PAGE
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
Mail completed form to:
30-30 47th Avenue, 10th Fl
Long Island City, NY 11101

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

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___, 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.

Signature of Notary Public or Commissioner of Deeds

Official Title

Expiration Date of Commission

If you have an official seal, affix it

Sign this form and have it notarized, THIS PAGE
INSTRUCTIONS FOR COMPLETING THIS FORM

> 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.
# Post-Retirement Death Benefits

<table>
<thead>
<tr>
<th>If Death Occurs</th>
<th>Amount Payable</th>
</tr>
</thead>
<tbody>
<tr>
<td>In the 1st year of Retirement</td>
<td>50% of Amount of Pre-Retirement Benefit</td>
</tr>
<tr>
<td>In the 2nd year of Retirement</td>
<td>25% of Amount of Pre-Retirement Benefit</td>
</tr>
<tr>
<td>In the 3rd year of Retirement</td>
<td>10% of Amount of Pre-Retirement Benefit</td>
</tr>
</tbody>
</table>

## Notes
Designation of Beneficiary(ies)
Post-Retirement Lump-Sum Death Benefit

This application is for those who wish to nominate a beneficiary(ies) to receive a post-retirement lump-sum death benefit. If the designated Primary Beneficiary(ies) predeceases you, the lump-sum payment will be paid to your designated Contingent Beneficiary(ies). If none exists, the lump-sum benefit will be paid to your estate. 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. If you have any questions, contact our Call Center at 347-643-3000.

I understand that at the time of my death after retirement, the lump-sum death benefit will be paid to my surviving designated Primary Beneficiary(ies). If the designated Primary Beneficiary(ies) predeceases me, the lump-sum death benefit will be paid to my designated Contingent Beneficiary(ies). If none exists, the lump-sum death benefit will be paid to my estate.

I, the undersigned, nominate as my beneficiary(ies) for the lump-sum death benefit payable on my death after retirement:

First Name
M.I.
Last Name

in Care of (if applicable)

Address
Apt. Number

City
State
Zip Code

Primary Beneficiary

Full Social Security Number
Date of Birth [MM/DD/YYYY]
Relationship

Address
Apt. Number

City
State
Zip Code

If this beneficiary is a minor, check here and complete the guardian information on Form 137

Percentage %

Primary Beneficiary

Full Social Security Number
Date of Birth [MM/DD/YYYY]
Relationship

Address
Apt. Number

City
State
Zip Code

If this beneficiary is a minor, check here and complete the guardian information on Form 137

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

Member Number OR Pension Number Last 4 Digits of SSN

If the foregoing Primary beneficiary(ies) should predecease me, I hereby nominate the following as Contingent beneficiary(ies) for the above Post-Retirement Lump-Sum Death Benefit.

First Name M.I. Last Name

Full Social Security Number Date of Birth [MM/DD/YYYY] Relationship

Address Apt. Number

City State Zip Code

If this beneficiary is a minor, check here and complete the guardian information on Form 137

Percentage 

I am nominating my Estate as my beneficiary for my post-retirement lump-sum death benefit. I understand that 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.

Should I survive all designated beneficiaries, the post-retirement lump-sum death benefit shall be paid to my Estate or to such other beneficiary or beneficiaries as I shall hereafter nominate by filing another designation of beneficiary form with NYCERS.

Signature of Member Date

(Witnesses necessary only if mark is used for signature)

Witnessed by (1):

Witnessed by (2):

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

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Sign this form and have it notarized, THIS PAGE
Death Benefit Process

1. **NOTIFY NYCERS**
   - File Online Death Report at [www.nycers.org](http://www.nycers.org); OR
   - Call NYCERS so that a representative can file report.

2. **SUBMIT Original Death Certificate**
   - Help us help you pay benefits as soon as possible.
   - Keep your beneficiary data up-to-date.

   Log into your MyNYCERS account periodically to review/update your beneficiary information.

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**Notes**

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Does NYCERS have to be notified when a member or retiree dies?

YES. When a NYCERS member or retiree dies, it is understandably a difficult time for family and friends. Since the family and/or friends are likely to be the intended recipients of death benefits payable from NYCERS, it is important that NYCERS be notified as soon as possible. Notification of a member’s or retiree’s death triggers a multi-step procedure by NYCERS to process any death benefits payable.

Who should notify NYCERS about the death of one of its members or retirees?

Anyone can notify NYCERS of the death of a member or retiree. Often the surviving spouse, another family member or a friend makes the first contact with NYCERS. If a member dies while still in City service, sometimes the member’s employing agency may notify NYCERS.

How is NYCERS notified?

NYCERS can be notified in a few different ways. The fastest method is to complete a simple online form on our website at www.nycers.org. You may also contact our Call Center at (347) 643-3000 or visit our Customer Service Center at 340 Jay Street in downtown Brooklyn (an appointment can be scheduled online at www.nycers.org).

What type of information does NYCERS need when a death is reported?

In order to begin the process of identifying the decedent and his or her beneficiary(ies), and determining the death benefits payable, NYCERS will need some general information including:

- the full name of the decedent
- the decedent’s member number or pension number
- the last four digits of the decedent’s Social Security number
- the date of death
- the place of death (City/State/Country)
- the decedent’s address
- the informant’s information
- the next of kin (including his or her address)

All of this information can be provided when reporting a death online. If you are reporting a death by contacting our Call Center or visiting our Customer Service Center, be sure to have this information readily available.

Are any documents required by NYCERS when a death is reported?

The person doing the reporting -- the informant -- is not required to submit any documentation at the time of reporting the death. However, documentation is required to process any claim for benefits; please see the next question and answer for details on the required documentation.

Once a death is reported, what types of documents are required to process a claim?

A certified Original Death Certificate must be submitted to NYCERS before any benefits are paid to a beneficiary. In addition, one or more of the following documents may be requested as the process unwinds. These documents are typically requested from the designated beneficiary(ies), the executor of the decedent’s estate, or the next of kin:

- Claimants Statement Form (NYCERS will send this to the beneficiary, executor of the estate or next of kin)
- Rollover Letter (a payment election letter sent by NYCERS which contains options for the disbursement of the death benefit, e.g., lump sum, rollover, etc.)
What is the procedure after NYCERS has been notified of a death?

The informant will receive an acknowledgement letter that explains the next step in the process. The letter may request the Death Certificate (if one hasn’t already been filed) or request other information necessary to continue the member/retiree identification process. Once NYCERS identifies the member/retiree, a review of his or her retirement account is commenced to ascertain his or her retirement plan and the death benefit(s) payable under such plan.

The next step is identifying the designated beneficiary(ies) and attempting to contact him or her. Remember, the beneficiary may or may not be the person who reports the death to NYCERS.

If the informant is not one of the designated beneficiary(ies) on file with NYCERS, then all subsequent communication will be to the beneficiary(ies).

The length of time to identify a designated beneficiary depends on whether the deceased member/retiree had filed a Designation of Beneficiary(ies) form with NYCERS, whether or not the beneficiary names and addresses were kept current, and how soon the beneficiary(ies) responds to inquiries from NYCERS.

How long does it take to process benefits?

The time it takes to process a claim largely depends on how soon all of the verification procedures are completed by NYCERS and how soon the required forms are properly completed by the beneficiary(ies) and filed with NYCERS.

In the case of the death of an active member (a NYCERS member who died while still employed in City service), a letter notifying all Designated Beneficiary(ies) of the benefit amount will be mailed no later than 75 days after NYCERS receives the certified Death Certificate. Payment of a benefit is then generally made within 45 days of NYCERS’ receipt of the completed claim form.

In the case of the death of a NYCERS retiree, the process generally takes 90 days. The 90 days is from the point of sending an acknowledgement letter to the beneficiary, and receiving the death certificate and claim form, to paying the benefit to the beneficiary and/or survivor in the case of a benefit payable under an option selection.

- Tax Forms
- Tax Waiver
- Letters of Administration (if applicable, issued by the Surrogate’s Court of the county in which the deceased pensioner resided).
- Guardianship papers
- Power of Attorney
- Vital Records (e.g., Social Security Card)
Pension Finalization

After you have made your Final Option Election, you are placed on the pension payroll for the full amount of your benefit.

This will include retroactive amounts for the difference between your advance payment and finalized pension payment.

Notes
Taxation

- NYCERS benefit payments are subject to Federal Income Taxes but are EXEMPT from New York State and Local income tax.
  - Beware! Other states may tax you on your benefits.
- Taxes are generally withheld from all benefit checks based on a member’s direction. Tax withholding can be changed via your MyNYCERS account.
- A 1099-R tax form is sent each January to pensioners reflecting pension income received and federal income tax withheld from that income during the previous tax year. 1099-R can be downloaded from your MyNYCERS account.

Need to Update Your Tax Withholding?
Log into your MyNYCERS account and select “Tax Withholding.”

Notes
NYCERS' benefit payments (monthly retirement allowances, loans and excess refunds) are subject to Federal taxes, but are exempt from New York State and local income taxes if your primary residence is within New York State. If you are not a resident of New York State, you should check with your state tax authority to determine the taxability, if any, of the benefit payments you will be receiving from NYCERS.

Pensions

Pension payments received from NYCERS are subject to Federal income taxes, but part of it may be excludable. Shortly after you begin receiving your full pension payment, NYCERS will send you a Retirement Resolution that details the amount of tax-free contributions that are used in the calculation of your retirement benefit. Contributions may be tax-free because they were taxed when deducted from your paycheck, so they are not subject to a second taxing. An example could be voluntary contributions that Tier 1 and Tier 2 members make to enhance their retirement benefit. An example for Tier 3 and Tier 4 members may be the purchase of previous service paid for by payroll deductions or lump sum (other than by rollover from a qualified Deferred Compensation Plan). Each year thereafter, NYCERS will send you a 1099R that will include this same information for that specific tax year.

Because the IRS considers your pension payments to be a source of income, you are required to pay Federal taxes. When filing for retirement you may choose to automatically have these taxes withheld or to make quarterly payments to avoid a penalty at the end of the year.

Once you are retired, if you choose to change the amount of your withholdings please obtain and submit NYCERS Form #349 (Application to Change Federal Income Tax Withholding), which is available on our website, in our Customer Service Center or through our Call Center.

Loans At Retirement

According to IRS regulations, any loan taken at or near retirement must be treated like a retirement distribution and, therefore, is subject to Federal taxation. However, the taxable amount may be rolled over to an Individual Retirement Account (IRA) or Employer Plan in order to temporarily avoid Federal income tax consequences. The taxable distribution is outlined on the Election of Payment Notice sent to you by NYCERS.

For those who choose not to roll over the taxable amount, NYCERS is required to deduct 20% Federal withholding tax on the taxable portion before issuing the check. In addition to being taxable at the member's normal tax rate, if you have not reached the age of 55 and you choose not to roll over the taxable portion, you will also be subject to an IRS early distribution penalty tax of 10% when you file your Federal tax return.

Please note that if you have a prior outstanding loan at retirement on a repayment schedule of five years or less, the balance may also be taxable and eligible for you to roll over on your own. Two to three months after your effective date of retirement, you will receive a letter from NYCERS advising you of the taxable amount of the prior outstanding loan. This letter will remind you that you may defer your Federal tax liability by rolling over the taxable amount to an IRA or Employer Plan. You will have 60 days from the date of notification to roll over the taxable portion of your prior outstanding loan; otherwise, you will have to claim it as income on your Federal return.

Rollover

You should retain any records that identify NYCERS as the source of funds that have been rolled over in order to avoid New York State income tax on future withdrawals. The distribution rules, restrictions, and tax consequences for the institution you choose may differ. NYCERS is a Qualified Pension Plan under §401(a) of the Internal Revenue Code.
**Tier 1 and Tier 2 Excess At Retirement**

This section is only applicable to Tier 1 and Tier 2 members.

Excess refers to contributions and interest credited to your member account after you have met the minimum required years of service for your plan. Excess begins to accumulate January 1st of the year following the year the minimum required years of service for your retirement plan has been met. Being able to withdraw your excess does not mean you have met the required amount needed in your account to avoid a deficit. All excess refund applications must be received by NYCERS before your retirement date in order to be processed. Refunds may be subject to Federal taxation.

The taxable amount is outlined on the Election of Payment Notice sent to you by NYCERS. You may temporarily avoid the Federal income tax consequences by rolling over the taxable portion of the excess into an Individual Retirement Account (IRA) or qualified Employer Plan.

If you choose not to roll over the taxable amount, NYCERS is required to deduct 20% Federal withholding tax on the taxable portion before issuing the check. In addition to being taxable at the member's normal tax rate, if you have not reached age 55 and you choose not to roll over the taxable portion, you will also be subject to an IRS early distribution penalty tax of 10% when you file your Federal tax return.

**When You Receive Payments From NYCERS, Remember:**

- NYCERS' benefit payments are exempt from State and local income taxes if you live in the State of New York
- All NYCERS' benefit payments are subject to Federal taxes
- You may temporarily avoid Federal taxes by rolling over the taxable amount to an IRA or Employer Plan
- Keep all records that identify NYCERS as the source of funds that have been rolled over

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Brochure #897
After Retirement
Affidavit Concerning Lost Check

This form is for members and pensioners who wish to report the loss of a check. In order to report such a loss, you must fill out this form and return it to NYCERS. Please be sure to read the instructions below and complete the requested information. **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.** If you have any questions regarding this form, please contact our Call Center at 347-643-3000.

Member Number  OR  Pension Number

Last 4 Digits of SSN  Home Phone Number  Work Phone Number

First Name  M.I.  Last Name

Address

Apt. Number

City

State  Zip Code

**TYPE OF CHECK LOST** (please check only one box from Section A or Section B):

Section A  Tier 1 or Tier 2 Loan  Monthly Pension Payment  Fractional Benefit

A replacement (paper check) will be sent to the mailing address on file if you checked a box in Section A. If you would like your Monthly Pension Payment direct-deposited in the future, you must complete and submit Form 380, available at www.nycers.org.

--OR--

Section B  Tier 3, Tier 4 or Tier 6 Loan  Lump-Sum Survivor Benefit (Death in Service)

Refund (all tiers)  Lump-Sum Pensioner Survivor Benefit

If you checked a box in Section B, your replacement check can be direct-deposited into your bank account. Please see pages 3 and 4 for instructions. **NOTE: Lost rollover checks CAN ONLY BE REPLACED BY A PAPER CHECK, not by direct deposit.**

**STATEMENT:**

Although I have been informed by NYCERS that the type of check designated above in the amount of

$ [ ]

was issued to me and mailed to the following:

Address

Apt. Number

City

State  Zip Code

I hereby inform NYCERS that I have not received the above-mentioned check. I further state that I do not know where this check may be at the present time, and that I am filing this form to have a replacement check issued to me in the same amount as the original check issued by NYCERS. If other circumstances exist, please state briefly: (Example: Check was received but stolen or lost after receipt)

In the event that the original missing check comes into my possession at any time, I promise to return it immediately to NYCERS at the above address. If at any time it is found that the original check has been cashed by me, I hereby authorize NYCERS to deduct the amount of the check from any future payments.

_Sign this form and have it notarized, Page 2_
Mail completed form to:  
30-30 47th Avenue, 10th Fl  
Long Island City, NY 11101

The address below is a new address to which I want the replacement check and all future checks mailed.

In Care of (if Applicable)

Address

Apt. Number

City

State

Zip Code

Signature of Member

Date

Pursuant to The Penal Code of the State of New York, offering a document containing false statements or false information constitutes a felony punishable by a maximum of 4 years imprisonment. All documents suspected of containing false statements will be referred to The New York City Department of Investigation for investigation.

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.

Signature of Notary Public or Commissioner of Deeds ____________________________

Official Title

Expiration Date of Commission ____________________________
If your lost check is for a:
-- Tier 3, 4 or 6 Loan, or
-- Refund (all tiers), or
-- Lump-Sum Survivor Benefit (Death in Service), or
-- Lump-Sum Pensioner Survivor Benefit

you can receive your replacement check by EFT

Electronic Fund Transfer (EFT) is an Easy, Fast, Trouble-free way to have your payment deposited directly into your checking or savings account.

Why EFT?

• It is EASY: No trips to the bank in bad weather; no waiting in line to deposit the check.
• It is SAFE: No risk of a lost or stolen check.
• It is FAST: No waiting for the check to clear -- the money is available immediately to make it easier for you to meet your obligations, regardless of storms or natural disasters.

How to set up EFT for your replacement check:

• Complete the first two pages of this form to report your lost check.
• Fill out the form on the back of this page to provide your banking information. Follow the instructions carefully.
• Mail or bring this completed form to NYCERS.

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A lost rollover check cannot be replaced by EFT, only by a paper check.

PENSIONERS, PLEASE NOTE: If you are receiving your monthly pension payment by PAPER CHECK, you cannot use this form to request direct deposit. Your replacement payment will be issued as a paper check. If you would like your FUTURE monthly payments to be direct-deposited, you must complete and submit this form (Form 399) to report your lost check AND Form 380 -- Authorization for Electronic Fund Transfer (EFT). Form 380 can be downloaded from our website at www.nycers.org.

EFT....an Extremely Fast Transaction
Member Number  

Pension Number  

Last 4 Digits of SSN  

Read and complete the information in this section ONLY if you checked a box on page 1 to indicate that the lost check is for a Tier 3, Tier 4 or Tier 6 Loan, Refund (all tiers), Lump-Sum Survivor Benefit (Death in Service), or Lump-Sum Pensioner Survivor Benefit and you choose to have your replacement check deposited directly into your account by Electronic Fund Transfer (EFT). If you do not complete this section, your replacement check will be mailed to the address on file.

- Make sure you have filled out the first two pages of this form, Affidavit Concerning Lost Check.
- Attach one of your preprinted personal checks or preprinted savings deposit slips in the space provided below. If your bank no longer provides personal checks or preprinted savings deposit slips, attach a copy of the top portion of your Checking or Savings Account Bank Statement.
- If submitting a preprinted check or deposit slip write VOID (in large letters) across the face, as indicated in the sample below.
- Do NOT sign the check that you are attaching to this page.
- Write in your Bank Name, Account Number, the Bank Routing Number and select which account you want your funds directly deposited into under “Banking Information.”
- Mail or bring this completed form (including complete Affidavit Concerning Lost Check) to NYCERS.

NOTE: Lost rollover checks can only be replaced by a paper check, not by direct deposit.

**Sample Check**

![Sample Check]

**Sample Deposit Slip**

![Sample Deposit Slip]

**BANKING INFORMATION**

Deposit to my  

- Checking  
- Savings

Bank Name

Account #

Bank Routing Number

 Bank Name  
Bank Address

Note: Your bank may use different routing numbers for deposits. If your deposit slip has this notation, use the routing number for your direct deposit.
COLA stands for Cost-of-Living Adjustment. This is an annual adjustment to your retirement allowance that is based on the Consumer Price Index (CPI). Certain pensioners are eligible to receive a COLA which is paid every September.

Who is eligible to receive a COLA?
- Disability retirees, regardless of age, who have been retired for at least 5 years
- Service retirees who are at least age 62 AND who have been retired for at least 5 years
- Service retirees who are at least age 55 AND who have been retired for at least 10 years
- Beneficiaries receiving an Accidental Death Benefit, regardless of age, who have been receiving that benefit for at least 5 years
- Spouses receiving a joint-and-survivor option benefit are eligible to receive 50% of the monthly COLA for which the retiree would have been eligible

Who is not eligible for a COLA?
- A surviving spouse who is a Designated Annuitant (DA) of a retiree who died on or after January 1, 1980
- Most Tier 3 retirees because the statutory escalation they are receiving is greater than the COLA which would otherwise be payable
- Non–spouse beneficiaries
- Beneficiaries of pensioners who chose the 5- or 10-Year Certain Option

How is the COLA increase calculated?
The COLA calculation is based on 50% of the CPI. This figure is then multiplied by either $18,000 or your Annual Maximum Retirement Allowance (including any prior years’ COLA payments), whichever is less.

How does my COLA relate to the CPI?
The CPI is generally considered the best measure for adjusting payments to consumers when the intent is to allow consumers to have equivalent purchasing power for goods or services, even though prices for goods and services may have risen from year to year. The law specifically states that the COLA amount shall not be less than 1% nor more than 3% in any year, and will be based on:
- The CPI for each calendar year;
- 50% of the annual inflation rate (as determined by the CPI) from the 12-month period ending March 31st in the year in which the COLA is paid

How can I have my pension check deposited directly to my bank account?
NYCERS can deposit your check directly into your bank account via EFT (Electronic Fund Transfer). It’s easy, reliable and safe. Go to www.nycers.org, download Form #380, complete and mail it in. Be sure to include a voided preprinted check or savings deposit slip.

Where can I find more information?
- Visit NYCERS’ website at www.nycers.org to access our brochures, forms and publications.
- Sign up for MyNYCERS. MyNYCERS account holders with a registered PIN can view 15 months of benefit payments, including health insurance deductions and Federal tax withholding. With MyNYCERS you can go online to change your address and Federal tax withholding; you can also print a copy of your Award Letter and latest 1099R tax form. Register for a MyNYCERS account and PIN at www.nycers.org.
- Visit our Customer Service Center at 340 Jay Street in downtown Brooklyn or contact our Call Center at (347) 643-3000.
## What If I Still Want to Work?

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<th>Where can I work without being subject to any limits?</th>
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<td>For <strong>service retirees</strong>, there are no earnings limitations if you are under age 65 and work for:</td>
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<td>• The private sector</td>
<td>• You may receive income from public service employment in NYC or NYS; however, your earnings are subject to an annual limit.</td>
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<td>• Federal government</td>
<td>• Annual Limit - $35,000</td>
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<tr>
<td>• City or State public service employment other than within New York State</td>
<td>• Must file Form 353 to be covered under this limit, otherwise max limit is $1800.00</td>
</tr>
<tr>
<td>• Public benefit corporations</td>
<td></td>
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</table>

**NOTE:** Transit retirees may work for any NYC or NYS agency without any earnings limitations.
Earnings Limitations for Service Retirees

All Tiers

April 2021

Service retirees who are returning to public service within New York City or New York State may be subject to earnings limitations. In general, Sections 211 and 212 of the New York State Retirement and Social Security Law (RSSL) govern re-employment by service retirees and earnings limitations based on various factors such as the source of income (public, private, or public benefit corporation), a retiree’s age, and the issuance of a waiver (RSSL §211 only).

New York State Retirement and Social Security Law §211

This section covers service retirees hired for “hard-to-fill” positions. To be covered under RSSL §211, your prospective employer must obtain a waiver, known as a 211 Waiver, from an authorized agency. The Department of Citywide Administrative Services issues 211 Waivers for most City agencies. Service retirees must submit a copy of the 211 Waiver to NYCERS. The amount you may earn while employed by your former employer* without loss, suspension or reduction of your retirement allowance is the difference between:

1. The maximum pension portion of your retirement allowance (plus cost-of-living adjustments); and

2. The salary on which your retirement allowance was based or the maximum salary you currently would be receiving in the position from which you last retired if you had not retired, whichever is greater.

* Under Section 211, there are no earnings limitations for retirees who are hired by a different employer. Note: The City of New York is considered a single employer. Therefore, if you retired from one City agency and are considering working for a different City agency, it is generally considered the same employer under RSSL Section 211. If you have questions about whether your new employer is a public employer, contact NYCERS’ Call Center at (347) 643-3000.

New York State Retirement and Social Security Law §212

Under RSSL §212, if you are under age 65 and return to public service or are elected or appointed to any public office within New York City or New York State, you are subject to earnings limitations. In the year 2020 and thereafter, the amount you may earn without loss, suspension or reduction of your retirement allowance is $35,000 (subject to change by an act of the NYS Legislature). If your earnings exceed $35,000 in a calendar year, your pension will be suspended for the remainder of that calendar year.

There are no earnings limitations if you are at least age 65 OR if you work for:

- The private sector
- The Federal government
- A public agency in another state or municipality outside of New York State
- A public agency in New York City or New York State, but only if you retired from the NYC Transit Authority

There are no earnings limitations if you return to work at a public benefit corporation (such as the NYC Health & Hospitals Corporation, the NYC Transit Authority, the NYC Off-Track Betting Corporation, etc.). However, each agency has its own policy about re-employing service retirees so you should contact the agency directly for more information.

You must file Form #353 with NYCERS electing to have the provisions of RSSL §212 apply. If you do not file Form #353, you are subject to an earnings limitation of no more than $1,800 per year, including any pension earned. You only need to file Form #353 once to be covered by the provisions of RSSL §212. If you are returning to public service within New York City or New York State and you are over age 65, you must file Form #353 even though you are not subject to earnings limitations.

Pursuant to Civil Service Law §150, if an elected official retires and accepts appointment, is re-elected, or takes a new oath of office to the same elective public office from which they retired, they are subject to the earnings limitations in RSSL §212 – even if they are over age 65 or have filed Form #353.

Membership in a New York City or New York State Public Retirement System

If you return to City service in a NYCERS-eligible position, you have 90 days from the date of appointment to rejoin NYCERS if you wish to become a member again. If you do not rejoin NYCERS within the 90-day period, you will not be eligible to rejoin for the entire period of your post-retirement employment, and you will not receive credit for any service rendered after returning.

If you are covered by RSSL §§211 or 212 and wish to join a public retirement system, you must first withdraw from this coverage. If you join another system, the pension portion of your retirement allowance is suspended for the entire period of your membership. Various laws and NYCERS’ rules govern post-retirement earnings limitations for disability retirees. This brochure details such limitations. Please refer to the section of this brochure applicable to your tier.
What If I Want to Return to City Service?  
...Restored Pensioner

- If you return to City service in a NYCERS-eligible position, you have 90 days from the date of appointment to rejoin NYCERS if you wish to become a member again.

- To become a restored pensioner, file an Election by a Retiree Reentering City Service to Rejoin NYCERS, Form 352.

Notes
This brochure provides information for NYCERS service retirees who return to public service within New York City or New York State. Please read the information below and contact our Call Center at (347) 643-3000 with any questions.

**If You Return to Public Service in a Title Covered by NYCERS**

If you return to public service in a title covered by NYCERS, you are eligible to rejoin NYCERS as a *Restored Pensioner*.

If you choose to rejoin NYCERS, **you must submit Form #352, Election by a Retiree Reentering City Service to Rejoin NYCERS, within 90 days of your reemployment date.** You must also submit a Membership Application (Form #101 for Tier 1 and 2 retirees; Form #103 for Tier 3, 4 and 6 retirees).

Your pension will be suspended during your reemployment. You will receive a new member number and will be placed back into the Tier you were in when you retired and in the plan applicable to your new title. Your membership date will be the clock-in date of your new application.

**Member Contributions**

You may be required to contribute to your plan when you rejoin. The amount you contribute will be based on the Tier and plan you are placed in when you rejoin.

**Outstanding Loan**

If you had an outstanding loan at retirement, upon returning to City service and becoming a restored pensioner, all prior loans must be repaid. NYCERS will take deductions from your paycheck until your loan is paid in full. Although an outstanding loan stops accruing interest upon your first retirement, when you restore your membership, interest will begin to accrue again. Therefore, we strongly recommend that you notify NYCERS of any outstanding loan upon becoming a Restored Pensioner to confirm that deductions will be taken from your pay check. In addition, if you do not see loan deductions taken out of your paycheck, it is recommended you immediately notify NYCERS. When you retire from your reemployment, your original retirement allowance will be recalculated to reflect your repayment of any prior loan.

**New Loan(s)**

You are eligible to take a new loan as long as you have met the minimum loan requirements under your Tier. For loan purposes, your new membership is considered a continued membership, but there must be at least a one-year lapse since your last loan.

**Retirement Benefit**

1. If you accrue three or more years of membership service after restoration, that service can be combined with the original years of service when you retire from your reemployment. Your retirement benefits will be recalculated using your highest Final Average Salary. In addition, you will be able to choose a new option on the previous service when in combination with the new service.

2. If you retire with less than three years of service after restoration, you will not be allowed to re-choose an option under your previous benefit. That benefit will resume and you will also be entitled to a new additional pension (with a choice of a new option on the additional benefit) based on the restored period of service.
If You Return to Public Service in a Title Covered by Another City or State Retirement System

You must notify NYCERS if you return to public service in a title covered by another City or State retirement system. If you join the other retirement system, you must notify NYCERS, and your NYCERS pension will be suspended during your employment. You will be eligible to join the other retirement system in the same Tier that you were in when you retired from NYCERS. When you retire from the other retirement system, your NYCERS pension will be reinstated.

If You Return to Public Service and Do Not Rejoin NYCERS or Join Another City or State Retirement System

If you do not rejoin NYCERS or join another retirement system, you may be subject to certain earnings limitations. Once you have reached your annual earnings limitation, your pension will be suspended for the remainder of the calendar year. These limitations are described in NYCERS Fact Sheet #958, Earning Limitations for Service Retirees.

Option Insurance

When you retired, you may have elected an option that pays a continuing benefit after your death. That option will no longer be in effect once your pension is suspended. If you die while your pension is suspended, your beneficiary will not be entitled to receive a monthly allowance.

You may choose to protect the benefit payable under such option during periods of suspension by electing Option Insurance. Whether or not you rejoin NYCERS or join another retirement system after returning to public service in New York City or New York State, if you chose an option at retirement, you will receive a letter giving you the opportunity to purchase Option Insurance; the letter will provide the monthly cost and the necessary form. You will have 60 days from the date of the letter to elect the insurance.
Retiree Health Benefits

Health care benefits for retirees are NOT administered by NYCERS!

NYC Transit Authority and TBTA:
Contact the BSC:
(646) 376-0123

All other NYC Retirees:
Contact Your Agency Benefits Coordinator or the Office of Labor Relations:
www.nyc.gov/html/olr

Notes
NYCERS CALL CENTER HOURS:
The Call Center (347-643-3000) is open Monday through Friday, 8 am to 5 pm, to answer questions and schedule consultations. Telephone and video consultations are available to maximize your health and safety. Due to increased volume, you may experience longer wait times, and voicemails may be returned after hours.

EXPANDED ONLINE SERVICES ARE NOW AVAILABLE

- The following forms can be submitted online at www.mynycers.org after registering (new MyNYCERS users) or re-registering (current MyNYCERS users) your online account. Registration instructions are provided on the website.
  - Loan (Tier 3, 4, 6)
  - Buyback
  - Change of Address and other contact information updates
  - Beneficiary and Guardian
  - Online Payment
  - Refunds
  - Federal Tax Withholding (retirees)
  - Direct Deposit (pension payments, loans, and refunds)

- New York City employees who are eligible for NYCERS membership and have not yet joined may submit a NYCERS Membership Application online. Registration is not required.

- All other forms can be downloaded HERE. Once you have completed the form you can upload it in your secure MyNYCERS account (log in and look for the link labeled “Upload a Form or Document), or mail it to NYCERS at 30-30 47th Ave., Suite 1010, Long Island City, NY 11101. NYCERS also accepts forms and documents by fax to 347-643-3884, but please note that faxed documents will take longer to process. Fully completed forms may also be placed in a secure Drop Box at NYCERS’ 340 Jay Street entrance Monday through Friday, 8 am to 5 pm.