



How You Can Receive All the Service Credit for Which You Are Eligible

Annual Delegates Meeting

November 6 - 7, 2022

Stephanie White

Ali Al-Jabi, Christina Bradley, Gerard D'Amore

Member Relations Representatives

The



Overview

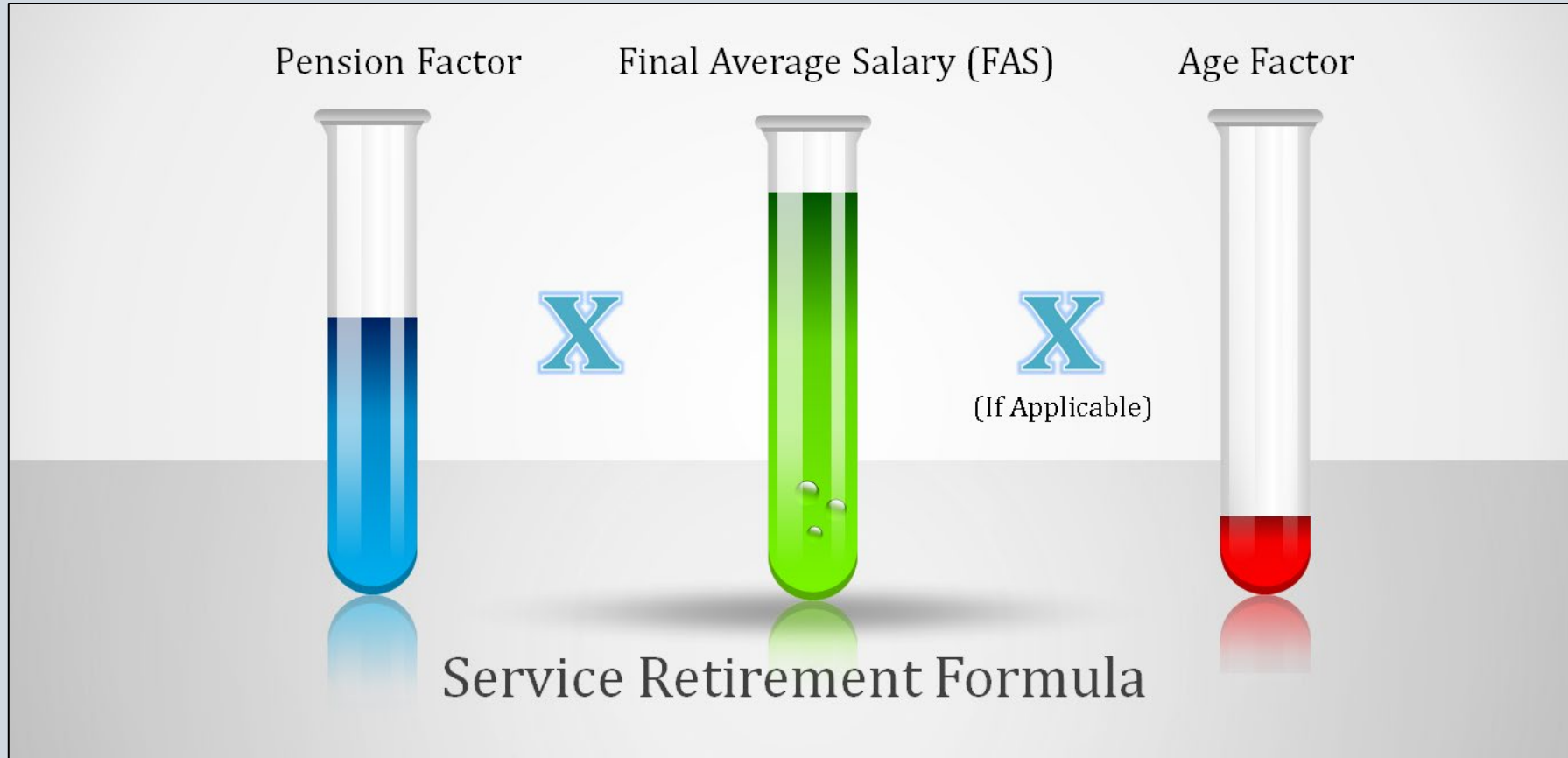
Types of Service Credit

- **Membership**
- **Prior Service**
- **Military**
- **Transfer**
- **Reinstatement**



It is important to make sure you have all the service credit for which you are eligible, because it may affect when your benefits begin and how much you will receive.

Service Retirement Formula



Service Retirement Formula



Pension Factor

- The component of the pension calculation formula that is based on a member's total service credit
- The pension factor (and thus the pension) generally increases with additional service credit

The  Overview

Membership Service Credit

Membership Service Credit

Mandatory Membership in NYSTRS:

Full-time teachers, full-time (per annum) teacher assistants, and administrators

Optional Membership in NYSTRS:

Part-time teachers, substitutes, per diems, and part-time teacher assistants



Application for Membership Form

NET-2 (10/21) **NEW YORK STATE TEACHERS' RETIREMENT SYSTEM**
 10 Corporate Woods Drive, Albany, NY 12211-2395
 (800) 348-7298 or (518) 447-2900; Membership Ext. 6190

APPLICATION FOR MEMBERSHIP
 Please Provide All Requested Information

PART 1 — TO BE COMPLETED BY APPLICANT

Social Security Number: --
 EmpID:

First Name: MI: Last Name:

Street Address:
 Street Address:

City: State: Zip Code: -

Phone Number: () - Home Cell Other

Email Address:

Gender: Male Female
 Date of Birth: / /

Former Name Last Name:

PART 2 — TO BE COMPLETED BY EMPLOYER (Refer to Section 1 of the NYSTRS Employer Manual at NYSTRS.org)

Mandatory Membership
 1 First date of full-time service: / /

Optional Membership
 2 The earliest month in which:
 A. Both service was rendered and the application was notarized (Service can be rendered after the month of notarization.): / /
 OR
 B. Member contributions were taken. / /

LOCATION CODE:

1) PER DIEM SUB OR 2) CURRENT YEAR EARNINGS: \$

Membership in NYSTRS is restricted to Teachers as defined by Section 501-4 of the Education Law. Teachers must be in "UNCLASSIFIED SERVICE" pursuant to Section 35 of the Civil Service Law. (As not all "unclassified" positions are reportable to NYSTRS, please contact the State Education Department for guidance if necessary.)
 Note: In cases that are not clear to either Civil Service or the State Education Department, the Retirement Board shall determine whether a person is a Teacher as defined by law.
 My signature certifies this employee is eligible for NYSTRS membership as determined by Civil Service or the State Education Department.
 SIGNATURE OF AUTHORIZED OFFICIAL:

New members fill out the *Application for Membership* and give it to the district. The district completes their part and submits the form to NYSTRS.

Membership Service Credit

Membership service credit is rendered after your date of membership.

It includes duties such as:

Regular teaching

Substitute teaching

Summer school

Coaching

Club advisor

Generally speaking, members receive credit for any work they do which is involved in the teaching and supervision of students.

Membership Service Credit

Credit Chart


0 - 19 days	No credit
20 - 29 days	1 month
30 - 49 days	2 months
50 - 69 days	3 months
70 - 89 days	4 months
90 - 109 days	5 months
110 - 129 days	6 months
130 - 149 days	7 months
150 - 169 days	8 months
170+ days	9 mos. = 1 year

- Days of service are reported by employers
- Days of service are converted into months of service credit by school year (July 1 – June 30)
- 20 full-time days in one school year = 1 month
- 170 full-time days = 9 months (1 year)

You may earn a maximum of one year of service credit within one school year.

Benefit Profile

Benefit Profile for School Year Ending 6/30/2022



New York State Teachers' Retirement System
10 Corporate Woods Dr., Albany, NY 12211-2395

NYSTRS.org
(800) 348-7298 | M-F, 8:30-4:15
Download our Mobile App

Mary Member
1 Any St
Anywhere NY 00000-0000

RETIREMENT BOARD
David P. Keefe *President*
Dr. L. Oliver Robinson *Vice President*
Juliet C. Benagustolo
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Eric J. Iberger
Jennifer J. Longtin
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Christopher Morin
Nicholas Smirensky

Thomas K. Lee
*Executive Director
& Chief Investment Officer*

Personal Snapshot and Pension Benefit Calculation for Tier 4

Date of Membership: 9/1/1986 Month/Year of Birth: XX/XXXX Your EmplID: XXXXXXXX

Total Service Credit (as of 6/30/2022): XX Year(s), X Month(s)
Pension Projection for 7/1/2023 (using the Maximum option; see pg. 2): \$XX,XXX.XX per year
Lump Sum In-Service or Vested Death Benefit (see pg. 3): \$XX,XXX.XX
Designated Beneficiary(ies) for Death Benefit (see pg. 3):
Primary- XXXXXXXXX
Contingent- XXXXXXXXX

Your Maximum Annual Pension = Your Pension Factor x Age Factor (if applicable) x FAS

Pension Factor: This is determined by your service credit, which you earn per school year (7/1 – 6/30).

- If you retire with less than 20 years of service, your pension factor is 1.67% per year.
- If you retire with 20-30 years, your pension factor is 2% per year.
- For 30 or more years, you receive 60% + 1.5% per year of service above 30.

Service Credit for 2021-2022	Total Service Credit
1 Year	XX Year(s), X Month(s)

Age Factor: If you retire before 62 with less than 30 years credit, your pension factor is multiplied by an age factor.

Age Factor (prorated by month)	55	56	57	58	59	60	61	62+
(If < 30 Years of Service)	73%	76%	79%	82%	85%	88%	94%	No Factor

Final Average Salary (FAS): Your FAS is the average of your three highest consecutive school years of regular salary earned for instruction and supervision of students, excluding increases above 10% of the previous two years' average.

- Partial years are combined to form full-time equivalents.
- If you work part time or retire mid-school-year, earnings at a lower salary could result in a lower FAS and pension.
- We review contracts and make needed adjustments (e.g., if your employer misreports payments as regular earnings).
- W2s report by calendar year and won't equal your school year earnings.

Regular Salary Reported	2021-2022	2020-2021	2019-2020	2018-2019	2017-2018
(For Last Five School Years)	\$XXX,XXX	\$XXX,XXX	\$XXX,XXX	\$XXX,XXX	\$XXX,XXX

The Benefit Profile
comes out every
year in November.

Benefit Profile

Page 4 is where you'll find your service history!

Your Service Credit History

The information below is as of 6/30/2022, but may also include prior, transfer, reinstatement, or military service credited after. Confirm service and salary are correct. If you see a discrepancy, ask the applicable employer to review your records.

- "District Name Unavailable" appears if a district merged or was later renamed.
- If you worked at multiple districts in a school year, credit is combined on one line.

Employment for the 2021-2022 School Year (7/1/2021 – 6/30/2022):


Employer	Regular Salary Reported	Days	Service Credit
Albany	\$XX,XXX.XX	XXX	1 Year
Schenectady	\$XX,XXX.XX	XXX	(Included Above)
Troy	\$XX,XXX.XX	XXX	(Included Above)

Total Service Credit (as of 6/30/2022): XX Year(s), X Month(s)

School Year	Employer	Service Credit
7/1/2005 - 6/30/2022	Albany, Schenectady, Troy	17 Year(s)
7/1/2004 - 6/30/2005	Guilderland	5 Month(s)
7/1/2001 - 6/30/2004	New York State Public Service	3 Year(s)
7/1/1998 - 6/30/2001	Albany	3 Year(s)
7/1/1997 - 6/30/1998	Schenectady	5 Month(s)
7/1/1996 - 6/30/1997	Shenendehowa	2 Month(s)
7/1/1995 - 6/30/1996	Saratoga	5 Month(s)
7/1/1994 - 6/30/1995	Guilderland	5 Month(s)
7/1/1993 - 6/30/1994	Saratoga	2 Month(s)
7/1/1992 - 6/30/1993	Shenendehowa	4 Month(s)
7/1/1991 - 6/30/1992	Shenendehowa, Albany	4 Month(s)
7/1/1990 - 6/30/1991	Albany, Schenectady	3 Month(s)
7/1/1989 - 6/30/1990	Schenectady	2 Month(s)
7/1/1988 - 6/30/1989	Schenectady	3 Month(s)
7/1/1987 - 6/30/1988	Albany	1 Year(s)
7/1/1986 - 6/30/1987	Albany	5 Month(s)

Benefit Profile

Benefit Profile for School Year Ending 6/30/2022



New York State Teachers' Retirement System
10 Corporate Woods Dr., Albany, NY 12211-2395

NYSTRS.org
(800) 348-7298 | M-F, 8:30-4:15
Download our Mobile App

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Anywhere NY 00000-0000

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Personal Snapshot and Pension Benefit Calculation for Tier 4

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Designated Beneficiary(ies) for Death Benefit (see pg. 3):
Primary- XXXXXXXXX
Contingent- XXXXXXXXX

Your Maximum Annual Pension =

Your Maximum Annual Pension = Your Pension Factor x Age Factor (if applicable) x FAS

Pension Factor: This is determined by:

- If you retire with less than 20 years, your pension factor is 2% per year.
- If you retire with 20-30 years, your pension factor is 2% per year.
- For 30 or more years, you receive 60% + 1.5% per year of service above 30.

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- Partial years are combined to form full-time equivalents.
- If you work part time or retire mid-school-year, earnings at a lower salary could result in a lower FAS and pension.
- We review contracts and make needed adjustments (e.g., if your employer misreports payments as regular earnings).
- W2s report by calendar year and won't equal your school year earnings.

Regular Salary Reported	2021-2022	2020-2021	2019-2020	2018-2019	2017-2018
(For Last Five School Years)	\$XXX,XXX	\$XXX,XXX	\$XXX,XXX	\$XXX,XXX	\$XXX,XXX

The  Overview

Prior Service Credit

Prior Service Credit

Credit that members can receive for New York State or New York City public employment before their NYSTRS date of membership.

Members must have two years of membership service credit to purchase prior service credit.

NYSTRS members are responsible to claim, and obtain verification of, their prior service credit.



Out-of-State Prior Service

Tier 1

Eligible to claim out-of-state public school teaching prior to their date of membership.

Maximum of 10 years of credit allowable, but any years that bring the member over 35 years of total service credit are not useable in the pension calculation.

Tier 2

Only eligible to claim out-of-state prior service credited to an earlier Tier 1 membership.

Tier 3-6 members are not eligible to claim out-of-state prior service credit.

Prior Service Credit

File a paper copy of the *Prior Service Claim* form or file on-line in your MyNYSTRS account.

PRS-2 (2/25)

OFFICE SERVICES ONLY

NEW YORK STATE TEACHERS' RETIREMENT SYSTEM
10 Corporate Woods Drive, Albany, NY 12211-2395

PRIOR SERVICE CLAIM

- This form can also be submitted electronically by accessing your MyNYSTRS account and going to the Service Credit tab.
- Please review the instructions on the reverse before completing this form.
- Only one claim form needs to be submitted for all types of service.

EmpID Last 4 Digits of Social Security #

NAME (First) 	FORMER NAME(S)
ADDRESS (Street) (City) (State) (Zip Code) 	
Is this address your PERMANENT address to be used by the System? <input type="checkbox"/> Yes <input type="checkbox"/> No	
PHONE NUMBER: () 	

I wish to claim credit in the New York State Teachers' Retirement System for the service listed below and any other service which I am eligible to claim. I have rendered such service **prior to my current membership date** and desire to have it credited when I have fulfilled the statutory requirements.

NAME OF EMPLOYER	STATE	JOB TITLE	DATES OF SERVICE

Please note: It is necessary to submit a completed Verification form unless the service indicated above was previously credited to a former membership at NYSTRS or New York State & Local Retirement System. The appropriate verification form(s) (PRS-3 through PRS-3.5) can be found on our website: NYSTRS.org.

1. Were you credited with the above service in another public retirement system? YES NO
2. Are you presently a member of another public retirement system? YES NO
3. If a member, or former member, please state name of system and registration/ID number:

I hereby certify that I am not now receiving a benefit and will not be entitled to receive a benefit at any future time from another public retirement system, in this State, in any other state or from the Federal Government on account of any of the above service.

Signature of Claimant _____ Date _____

Welcome to MyNYSTRS

Sign In

Username

Don't Have a MyNYSTRS Account?

Register now to access your personal NYSTRS information. It's quick and easy!

Trouble Logging In?

- [Forgot Username](#)
- [Forgot Password](#)

Routine maintenance is performed Tuesdays and Thursdays from 5-7 a.m. EST which may result in a brief interruption of our site.

Password

Use of this online portal is limited to active members and retirees. If you are the member's or retiree's representative, please do not log in. Contact the System for further instructions.

Login ➔

Prior Service Credit

PRS-3 (2/22)

NEW YORK STATE TEACHERS' RETIREMENT SYSTEM
10 Corporate Woods Drive, Albany, NY 12211-2395

OFFICE SERVICES ONLY

PRIOR SERVICE VERIFICATION

PART 1: TO THE MEMBER: Please complete PART 1 of this form and forward to the employer where service was rendered to complete PART 2. (Please note: if you have not already submitted a Prior Service Claim (PRS-2), you can do so by downloading the form at NYSTRS.org, or by creating a MyNYSTRS account and submitting the form electronically.)

Employer Social Security #

NAME (First) (Middle) (Last) FORMER NAME(S)

ADDRESS (Street) PHONE NUMBER

(City) (State) (Zip Code)

Is this address your PERMANENT address to be used by the System? Yes No

SIGNATURE DATE SCHOOL YEARS CLAIMED

PART 2: TO BE COMPLETED BY EMPLOYER: PLEASE LIST ALL DATA BY SCHOOL YEAR (JULY 1 - JUNE 30). DO NOT SEND PAYROLL RECORDS.

School Year Ending 6/30	Salary Earned	Number of Days Worked	Number of Credit Hours (For Colleges Only)	Rate of Pay (e.g. \$13.50/hr; \$100/day; \$20,000/yr)	Job Title

1. Number of hours in a full school day: If college, number of credit hours (full load):

2. Was this service reported to a NYS public retirement system? YES NO What years? _____

3. Was any of the above service less than full-time? YES NO
If yes, what percentage of full-time service does this represent? _____%

4. Was this service per diem substitute service? YES NO

5. If this was college service, were contributions made to TAA? YES NO
If yes, what period of time did the contributions cover? _____
(If yes, please submit a copy of the election form)

6. Was the member paid on a regular payroll? YES NO
If no, how were they paid: _____

I HEREBY CERTIFY THAT I AM A CURRENT EMPLOYEE OF THE DISTRICT OR COLLEGE, THE ABOVE LISTED SERVICE WAS RENDERED IN A PUBLIC SCHOOL OR COLLEGE, AND THE INFORMATION WAS TAKEN FROM THE OFFICIAL EMPLOYER RECORDS. RETURN COMPLETED FORM TO THE NEW YORK STATE TEACHERS' RETIREMENT SYSTEM BY FAX TO (518) 431-8793, OR BY MAIL TO THE ADDRESS LISTED AT THE TOP OF THE FORM.

Name of School District District Code State

Signature of School Official Title Date

Address (Street) (City) (State) (Zip Code) Phone Number
{ }

For prior service in a New York State public school district or SUNY college or university, use the Verification of New York State Teaching form.

Prior Service Credit

For prior service in a New York City public school, use the *Verification of Uncredited New York City Department of Education Teaching* form.

PRS-3.2 (8/19)

NEW YORK STATE TEACHERS' RETIREMENT SYSTEM
 10 Corporate Woods Drive, Albany, NY 12211-2395

VERIFICATION OF UNCREDITED NEW YORK CITY DEPARTMENT OF EDUCATION TEACHING

OFFICE SERVICES ONLY

PART 1: To be completed by member. Please complete all requested information on this page. (Please note: If you have not already submitted a Prior Service Claim (PRS-2) form, you can do so by downloading the form at NYSTRS.org, or by creating a MyNYSTRS account and submitting the form electronically.)

NYSTRS EmpID # *REQUIRED* Social Security #

NAME (First) (Middle) (Last)

ADDRESS (Street) (City) (State) (Zip Code)

Is this address your PERMANENT address to be used by the System? Yes No PHONE NUMBER

SIGNATURE DATE

Were you ever a member of a New York City Public Retirement System? YES NO
 If YES, is a benefit due from a New York City Public Retirement System? YES NO
 If unknown, you must secure this information from the New York City Retirement System.

NYC File # Former Name(s)

Type of Service	Date of Employment From	To	School/Office (Location of Employment)	District/Borough
Regular Teacher	-	-		
Regular Substitute	-	-		
Per Diem	-	-		
Evening Community Center	-	-		
After School Playground	-	-		
Vacation Playground	-	-		
Youth Board	-	-		
Hourly School Lunch (E741)	-	-		
Paraprofessional (E743)	-	-		
School Aides, Guards (E744)	-	-		
Administrative (J740 or H740)	-	-		
Annual School Lunch (J741-H741)	-	-		
Hourly Admin Mechanics (J740)	-	-		
Other (specify)	-	-		

Include additional information and unique requests in the comment box below.

Forward this form for the completion of Part 2, on reverse side, to: The New York City Department of Education
 Division of Financial Operations
 Bureau of Employee Support Services
 Office of Employment Records Research
 65 Court Street, Level C
 Brooklyn, NY 11201

Prior Service Credit

PRS-6.5 (6/19)
NEW YORK STATE TEACHERS' RETIREMENT SYSTEM
 10 Corporate Woods Drive, Albany, NY 12211-2395
MONTHLY SALARY AND SERVICE VERIFICATION
FOR NYS PUBLIC SERVICE BEFORE JOINING NYSTRS

PART 1: TO THE MEMBER: Please complete PART 1 of this form and forward to the employer where service was rendered to complete PART 2. (Please note: if you have not already submitted a Prior Service Claim (PRC-2), you can do so by downloading the form at NYSTRS.org, or by creating a MyNYSTRS account and submitting the form electronically.)

Last Name	First	M.I.	Social Security Number
Street			NYSTRS EmpID
City	State	Zip Code	Former Name(s)
Is this address your PERMANENT address to be used by the System? <input type="checkbox"/> YES <input type="checkbox"/> NO		Periods of Employment	
Signature		Employer Name	
Date			

PART 2: TO THE EMPLOYER:
 TO WHOM IT MAY CONCERN: The above named member of this Retirement System has claimed previous employment with you during the period(s) indicated. A certification of service is required so we can determine the amount of service credit this person may be entitled to receive.
 Were you a participating employer with a NYS or NYC public retirement system at the time this service was rendered? Yes No
 Member's Payroll Title: _____ Please indicate number of hours per day considered full-time for this payroll title: _____
 Last Day on Payroll: _____ or still working. First Day on Payroll: _____
 Was this service reported to a NYS public retirement system? Yes No
SCHOOL EMPLOYEES ONLY: Please indicate if member is a 10 or 12 month employee: 10 12
 If this was service rendered in a New York State or New York City public college, were contributors made to BAAAF? Yes No
 If yes, what period of time did the contributors cover? _____

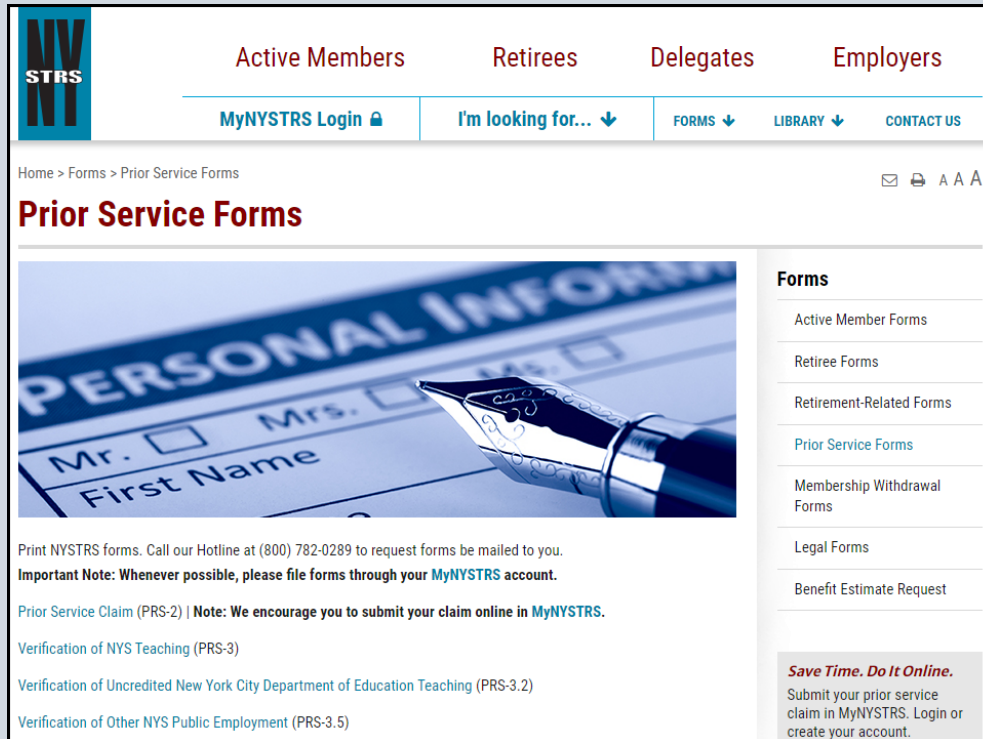
INSTRUCTIONS: The following relates to each column bearing the same number.
 1. Indicate each calendar month during which wages were paid.
 2. Indicate for first entry only (e.g.: \$2.50 per hour, \$30.00 per day, \$10,000 per year), and thereafter only when a change occurred.
 3. Indicate for first entry only (e.g.: weekly, bi-weekly, semi-monthly, etc.) and thereafter only when a change occurred.
 4. Enter the "Amount Paid" for each month.
 5. Enter the "Days Worked" for each month.
 6. Please indicate and identify any period of leave without pay or at 1/3 pay. Also indicate any period covered by Workers' Compensation.

1 Month/Year	2 Rate of Pay	3 Frequency of Payment	4 Gross Pay	5 Days Worked	6 Periods of Leave Without Pay		
					From	To	Type of Leave

(REQUIRED CERTIFICATION ON REVERSE SIDE)

For prior service in a New York State or New York City public agency, use the Verification of Other New York State Public Employment form.

Prior Service Credit



The screenshot shows the NYSTRS website's "Prior Service Forms" page. At the top left is the NYSTRS logo. The navigation bar includes links for "Active Members", "Retirees", "Delegates", and "Employers". Below this is a secondary navigation bar with "MyNYSTRS Login", "I'm looking for...", "FORMS", "LIBRARY", and "CONTACT US". The breadcrumb trail reads "Home > Forms > Prior Service Forms". The main heading is "Prior Service Forms". A large image shows a fountain pen on a form with the text "PERSONAL INFORMATION" and "First Name". A sidebar on the right lists various form categories: "Forms", "Active Member Forms", "Retiree Forms", "Retirement-Related Forms", "Prior Service Forms" (highlighted), "Membership Withdrawal Forms", "Legal Forms", and "Benefit Estimate Request". A "Save Time. Do It Online." banner encourages submitting claims online. The main content area contains text about printing forms, an important note about filing through MyNYSTRS, and links for "Prior Service Claim (PRS-2)", "Verification of NYS Teaching (PRS-3)", "Verification of Uncredited New York City Department of Education Teaching (PRS-3.2)", and "Verification of Other NYS Public Employment (PRS-3.5)".

Print NYSTRS forms. Call our Hotline at (800) 782-0289 to request forms be mailed to you.
Important Note: Whenever possible, please file forms through your MyNYSTRS account.

[Prior Service Claim \(PRS-2\)](#) | **Note: We encourage you to submit your claim online in MyNYSTRS.**

[Verification of NYS Teaching \(PRS-3\)](#)

[Verification of Uncredited New York City Department of Education Teaching \(PRS-3.2\)](#)

[Verification of Other NYS Public Employment \(PRS-3.5\)](#)

Save Time. Do It Online.
Submit your prior service claim in MyNYSTRS. Login or create your account.

All of NYSTRS forms can be printed from our website at www.nystrs.org. The Forms section is a link on our home page.

Members can also call the System and we can mail or email the forms to them.

Prior Service Credit

The cost for prior service credit depends on your tier of membership:

Tiers 1 and 2 – There is no cost.

Tier 3 – For service other than a former Tier 3 membership, the cost is 3% of the salary earned during the period of the prior service.

Tier 4 – The cost is 3% of the salary earned during the period of the prior service plus 5% interest compounded annually from the date of the service through the date of payment.

Tier 5 – The cost is 3.5% of the salary earned during the period of the prior service plus 5% interest compounded annually from the date of the service through the date of payment.

Tier 6 – The cost is 6% of the salary earned during the period of the prior service plus 5% interest compounded annually from the date of the service through the date of payment.

Prior Service Credit

For Tier 4 – 6 members, interest continues to accrue until the payment for the prior service credit is made. NYSTRS recommends that members purchase their prior service credit as early in their membership as possible.



The purchase of prior service does not change the member's date and tier of membership.

Prior Subsequent Service Credit

Prior Subsequent service credit is available to members who had an opportunity to purchase credit for prior service but, before doing so, they reinstated or transferred in an earlier membership. As a result, that credit (which previously had been prior to their date of membership) is now subsequent to their current date of membership.

Prior Subsequent Service Credit

Chapter 675 Service

Chapter 675 of the Laws of 2006 allows members to obtain credit for service earned in another New York State public retirement system subsequent to their NYSTRS date of membership, even if their membership in the other system has ceased.

- To be eligible to claim this credit, they must have been an active NYSTRS member on or after June 30, 2006.
- The member must have at least two years of NYSTRS service.

Prior Subsequent Service Credit

Chapter 675 Service

MAC-80 (2/02)

NEW YORK STATE TEACHERS' RETIREMENT SYSTEM
10 Corporate Woods Drive, Albany, NY 12211-2395

**CLAIM FOR SERVICE CREDIT UNDER
CHAPTER 675 OF THE LAWS OF 2006**

Chapter 675 of the Laws of 2006 allows members to obtain credit for service earned in another New York State public retirement system subsequent to their NYSTRS membership, even if their membership in the other system has ceased. To claim this credit, you must have been an active NYSTRS member on or after June 30, 2006 and you must have at least two years of NYSTRS service.

To be completed by member:

EmpID Last 4 Digits of Social Security #

FIRST NAME MIDDLE INITIAL LAST NAME

STREET

CITY STATE ZIP CODE PHONE NUMBER

IS THIS A PERMANENT ADDRESS TO BE USED BY THE SYSTEM? YES NO

I wish to claim credit under Chapter 675 of the Laws of 2006. I understand that NYSTRS will contact my previous retirement system for verification of the service and I will be advised of the allowable service, along with the appropriate cost once the verification has been evaluated.

NAME OF FORMER NYS PUBLIC RETIREMENT SYSTEM	FORMER RETIREMENT SYSTEM REGISTRATION OR MEMBERSHIP NUMBER
FORMER NAME(S)	DATE OF BIRTH
DATES OF SERVICE	
SIGNATURE	DATE

Additional Information:

- NYSTRS cannot control the time it will take to get appropriate verification from your former system.
- Tier 1 and 2 members: The service will be credited at no cost.
- Tier 3 and 4 members: The cost is 3% of salary received during the period of service plus interest of 5% per year to the date of payment.
- Tier 5 members: The cost is 3.5% of salary received during the period of service plus interest of 5% per year to the date of payment.
- Tier 6 members: The cost is 6% of salary received during the period of service plus interest of 5% per year to the date of payment.
- You may return this completed form to NYSTRS by fax at (518) 431-8793, or by mail to the address at the top of the form.

To apply for this service credit, the member must file a *Claim for Service Credit Under Chapter 675 of the Laws of 2006* form.

Once NYSTRS verifies this service, we notify the member of the cost to purchase this service credit.

Prior Subsequent Service Credit

Chapter 352 Service

Chapter 352 of the Laws of 2002 allows members to obtain service credit for teaching in New York City public schools after their NYSTRS membership date.

- The New York City service must have been rendered prior to July 1, 1990 but after the member's current date of membership in NYSTRS.
- They must have at least two years of NYSTRS service.
- They were not able to join the New York City Teachers' or Board of Education retirement systems.

Prior Subsequent Service Credit

Chapter 352 Service

To apply for this service credit, the member must file a *New York City Subsequent Service Under Chapter 352 of the Laws of 2002* form.

Once NYSTRS verifies this service, we notify the member of the cost to purchase this service credit.

MAC-79 (2/18)

NEW YORK STATE TEACHERS' RETIREMENT SYSTEM
10 Corporate Woods Drive, Albany, NY 12211-2395

NEW YORK CITY SUBSEQUENT SERVICE UNDER CHAPTER 352 OF THE LAWS OF 2002

Chapter 352 allows current members to receive credit for NYC teaching service if:

- Your City service was rendered **before** July 1, 1990 but **after** your current date of membership in NYSTRS.
- AND** You were not able to join the City Teachers' or Board of Education Retirement Systems.

TO THE MEMBER: Please type or print in ink all items in Part 1 and 2 of this form and then forward it to the New York City Department of Education for completion of Part 3 on back of form.

ADDRESS: New York City Department of Education
Division of Financial Operations
Office of Employment Records Research
65 Court Street - Room 1703
Brooklyn, NY 11201

PART 1

Date	NYC File Number	Social Security Number	
First Name	MI	Last Name	EmpID
Home Address		Apt. Number	Maiden Name(s)
City	State	Zip Code	Phone Number
Employee Signature			

PART 2

Type of Service (Check all that apply)	Dates of Employment Month, Day, Year From - To	School/Office (Location of Employment)	District/Boro
<input type="checkbox"/> Regular Teacher	--		
<input type="checkbox"/> Regular Substitute	--		
<input type="checkbox"/> Per Diem	--		
<input type="checkbox"/> Evening Community Center	--		
<input type="checkbox"/> After School Playground	--		
<input type="checkbox"/> Vacation Playground	--		
<input type="checkbox"/> Youth Board	--		
<input type="checkbox"/> Hourly School Lunch (E741)	--		
<input type="checkbox"/> Paraprofessional (E743)	--		
<input type="checkbox"/> School Aides, Guards (E744)	--		
<input type="checkbox"/> Administrative (J740 or H740)	--		
<input type="checkbox"/> Annual School Lunch	--		
<input type="checkbox"/> Hourly Admin Mechanics (J740)	--		
<input type="checkbox"/> Other (Specify)	--		

Include additional information and unique requests in the comment box below.

Only service performed during time periods when employee was not a member of a retirement system can be verified by the Office of Employment Records Research.

Prior Service Credit

Filing a Prior Service Claim online in a member's MyNYSTRS account is fast and easy.

Welcome to MyNYSTRS

Sign In

Username

Password

Use of this online portal is limited to active members and retirees. If you are the member's or retiree's representative, please do not log in. Contact the System for further instructions.

[Login →](#)

Don't Have a MyNYSTRS Account?

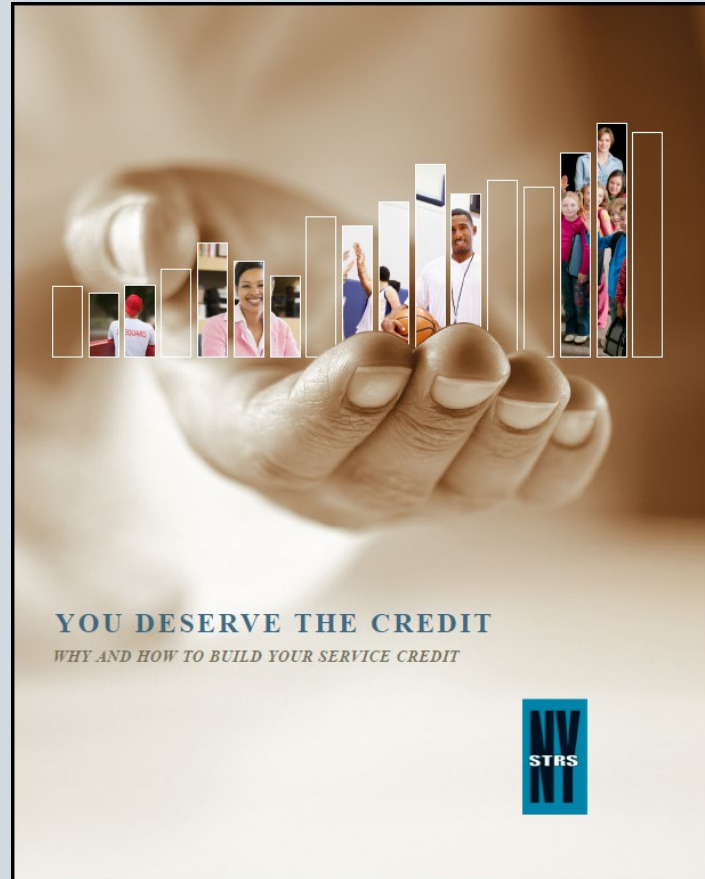
[Register](#) now to access your personal NYSTRS information. It's quick and easy!

Trouble Logging In?

- [Forgot Username](#)
- [Forgot Password](#)

Routine maintenance is performed Tuesdays and Thursdays from 5-7 a.m. EST which may result in a brief interruption of our site.

Prior Service Credit

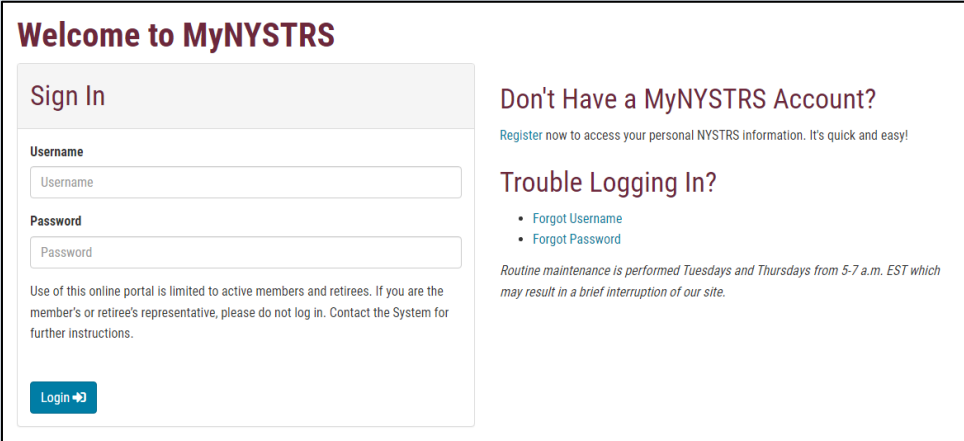


Information on claiming prior service credit is on pages 5 and 6.

Prior Service Credit

After the NYSTRS Prior Service Unit verifies the prior service credit, members can find an updated cost for their prior service online in their MyNYSTRS account.

Members can view the prior service credit they have purchased in their MyNYSTRS account.



The screenshot shows the MyNYSTRS login interface. On the left, there is a 'Sign In' section with a 'Username' field and a 'Password' field, followed by a 'Login' button with a right-pointing arrow. Below the fields is a note: 'Use of this online portal is limited to active members and retirees. If you are the member's or retiree's representative, please do not log in. Contact the System for further instructions.' On the right side, there are links for 'Don't Have a MyNYSTRS Account?' (with a sub-link 'Register now to access your personal NYSTRS information. It's quick and easy!'), 'Trouble Logging In?' (with sub-links 'Forgot Username' and 'Forgot Password'), and a maintenance notice: 'Routine maintenance is performed Tuesdays and Thursdays from 5-7 a.m. EST which may result in a brief interruption of our site.'

The  Overview

Military Service Credit

Military Service Credit

Chapter 548 of the Laws of 2000

Allows members to claim up to three years of military service rendered prior to joining NYSTRS.



To be eligible, the member has to:

- Be an active NYSTRS member, or retired on or after 12/21/1998
- Have at least five years of service credit since the date they last entered our System
- Have been on active military duty during one or more of the specified military periods

Military Service Credit

Chapter 548 Military Periods

World War II – 12/7/1941 through 12/31/1946

Korean Conflict – 6/27/1950 through 1/31/1955

Vietnam Era – 2/28/1961 through 5/7/1975

Member received the Armed Forces, Navy or Marine Corps Expeditionary Medal for service in:

Lebanon – 6/1/1983 through 12/1/1987

Grenada – 10/23/1983 through 11/21/1983

Panama – 12/20/1989 through 1/31/1990

Member served in the theater of operations on or after 8/2/1990, including the Persian Gulf and Iraq.



Military Service Credit

Chapter 41 of the Laws of 2016

This Law removed the specific periods of war or conflict requirements of Chapter 548 of the Laws of 2000.

To be eligible, the member has to:

- Be an active NYSTRS member on or after May 31, 2016
- Have at least five years of service credit since the date they last entered our System



Military Service Credit

The cost for Chapter 548 or Chapter 41 Military Service Credit is based on the salary earned during the 12 months of credited service in the school year preceding the claim.

For Tiers 1-5 – The cost is 3% of salary earned.

For Tier 6 – The cost is 6% of salary earned.

The cost is good for one school year from the date of the cost letter sent to the member.

There is no interest charged on service granted under Chapter 548 or Chapter 41.

Military Service Credit

Section 243 – Interrupting Military Service

Allows members to claim up to four years of military service.

To be eligible, the member has to:

- Have been on active duty
- Be a teacher in the public schools of New York State and a NYSTRS member at the time of entry into military service.
- Return to public school teaching within one year after the date of discharge.



Military Service Credit

Section 243 – Interrupting Military Service

The cost for service under Section 243 is the amount the member would have contributed had their employment been continuous during the period of military service.

This payment is waived for Tier 3 or 4 members called to active duty from August 1, 1990 to December 31, 1992, and/or from September 11, 2001 to December 31, 2005.

The cost must be paid within five years of returning to public school teaching.

Military Service Credit

Uniformed Services Employment & Reemployment Rights Act (USERRA)

Allows members to claim up to five years of military service.

To be eligible, the member has to:

- Must be an active member of the retirement system and employed full-time under contract.
- The military service must be active duty service.
- Generally, the member would have to return to work within 90 days of their date of discharge.
- Requires reemployment effective after 12/13/1994.



Military Service Credit

Uniformed Services Employment & Reemployment Rights Act (USERRA)

There is no minimum service requirement to be eligible for military service credit under USERRA.

There is no cost for Tiers 1 and 2, or for Tier 3 and 4 members who stopped making mandatory contributions.

Otherwise, the cost is based on the salary the member would have received for the school years in which the military service occurred.

Military Service Credit

To claim your military service credit, submit a copy of your DD-214 Certificate of Release or Discharge from Active Duty form.

CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES		THIS IS AN IMPORTANT RECORD. SAFEGUARD IT.		ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID	
CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY This Report Contains Information Subject to the Privacy Act of 1974, As Amended.					
1. NAME (Last, First, Middle)		2. DEPARTMENT, COMPONENT AND BRANCH		3. SOCIAL SECURITY NUMBER	
4a. GRADE, RATE OR RANK	b. PAY GRADE	5. DATE OF BIRTH (YYYYMMDD)	6. RESERVE OBLIGATION TERMINATION DATE (YYYYMMDD)		
7a. PLACE OF ENTRY INTO ACTIVE DUTY		b. HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address if foreign)			
8a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND		b. STATION WHERE SEPARATED			
9. COMMAND TO WHICH TRANSFERRED		10. SOLI COVERAGE AMOUNT: \$		<input type="checkbox"/> NONE	
11. PRIMARY SPECIALTY (List number, title and years and months in specialty. List additional specialty numbers and titles involving periods of one or more years.)		12. RECORD OF SERVICE			
A		a. DATE ENTERED AD THIS PERIOD			
		b. DEPARTURE DATE THIS PERIOD			
		c. NET ACTIVE SERVICE THIS PERIOD			
		d. TOTAL PRIOR ACTIVE SERVICE			
		e. TOTAL PRIOR INACTIVE SERVICE			
		f. FOREIGN SERVICE			
13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (List periods of receipt)		g. SEA SERVICE			
		h. INITIAL ENTRY TRAINING			
		i. EFFECTIVE DATE OF PAY GRADE			
14. MILITARY EDUCATION (Course title, number of weeks, and month and year completed)					
15a. COMMISSIONED THROUGH SERVICE ACADEMY				YES	NO
b. COMMISSIONED THROUGH ROTC SCHOLARSHIP (10 USC Sec. 2107b)				YES	NO
c. ENLISTED UNDER LOAN REPAYMENT PROGRAM (10 USC Chap. 109) (If Yes, list of government)				YES	NO
16. DAYS ACCRUED LEAVE PAID	17. MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION		YES	NO	
18. REMARKS					
The information contained herein is subject to computer matching within the Department of Defense or with any other affected Federal or non-Federal agency for verification purposes and to determine eligibility for, and/or continued compliance with, the requirements of a Federal benefit program.					
19a. MAILING ADDRESS AFTER SEPARATION (include ZIP Code)			b. NEAREST RELATIVE (Name and address - include ZIP Code)		
20. MEMBER REQUESTS COPY 5 BE SENT TO (Specify state/territory)		OFFICE OF VETERANS AFFAIRS		YES	NO
a. MEMBER REQUESTS COPY 3 BE SENT TO THE CENTRAL OFFICE OF THE DEPARTMENT OF VETERANS AFFAIRS (WASHINGTON, DC)				YES	NO
21a. MEMBER SIGNATURE		b. DATE (YYYYMMDD)	22a. OFFICIAL AUTHORIZED TO SIGN (Typed name, grade, title, signature)		b. DATE (YYYYMMDD)
			E		
SPECIAL ADDITIONAL INFORMATION (For use by authorized agencies only)					
23. TYPE OF SEPARATION		24. CHARACTER OF SERVICE (Include approved)			
25. SEPARATION AUTHORITY		26. SEPARATION CODE		27. REENTRY CODE	
28. NARRATIVE REASON FOR SEPARATION					
29. DATES OF TIME LOST DURING THIS PERIOD (YYYYMMDD)				30. MEMBER REQUESTS COPY 4 (Initials)	
DD FORM 214, AUG 2009		PREVIOUS EDITION IS OBSOLETE.		MEMBER - 4	

Military Service Credit

What if you don't have a copy of your DD-214 form?

Just send a letter to the National Archives:

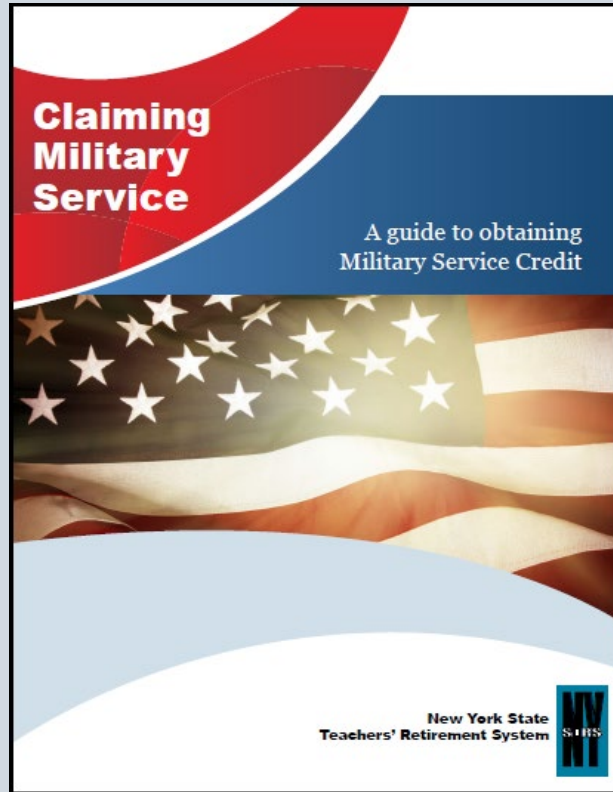
**National Personnel Records Center
1 Archives Drive
St. Louis, Missouri 63138**



Your documentation must specifically list all the following information:

- Date of entry or enlistment into active duty
- Date of discharge or terminal date of active duty
- Character of service
- Years, months and days of active duty

Military Service Credit



This publication contains all the information about the laws which allow NYSTRS members to claim military service credit for their service preceding their NYSTRS membership or interrupting their membership.

Military Service Credit

To claim your military service credit, submit a copy of your DD-214 Certificate of Release or Discharge from Active Duty form.

CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES		THIS IS AN IMPORTANT RECORD. SAFEGUARD IT.		ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID	
CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY This Report Contains Information Subject to the Privacy Act of 1974, As Amended.					
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4a. GRADE, RATE OR RANK	b. PAY GRADE	5. DATE OF BIRTH (YYYYMMDD)	6. RESERVE OBLIGATION TERMINATION DATE (YYYYMMDD)		
7a. PLACE OF ENTRY INTO ACTIVE DUTY		b. HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address if foreign)			
8a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND		b. STATION WHERE SEPARATED			
9. COMMAND TO WHICH TRANSFERRED		10. SOLI COVERAGE AMOUNT: \$		<input type="checkbox"/> NONE	
11. PRIMARY SPECIALTY (List number, title and years and months in specialty. List additional specialty numbers and titles involving periods of one or more years.)		12. RECORD OF SERVICE			
A		a. DATE ENTERED AD THIS PERIOD			
		b. DEPARTURE DATE THIS PERIOD			
		c. NET ACTIVE SERVICE THIS PERIOD			
		d. TOTAL PRIOR ACTIVE SERVICE			
		e. TOTAL PRIOR INACTIVE SERVICE			
		f. FOREIGN SERVICE			
13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (List periods of receipt)		g. SEA SERVICE			
		h. INITIAL ENTRY TRAINING			
		i. EFFECTIVE DATE OF PAY GRADE			
14. MILITARY EDUCATION (Course title, number of weeks, and month and year completed)					
15a. COMMISSIONED THROUGH SERVICE ACADEMY				YES	NO
b. COMMISSIONED THROUGH ROTC SCHOLARSHIP (10 USC Sec. 2107b)				YES	NO
c. ENLISTED UNDER LOAN REPAYMENT PROGRAM (10 USC Chap. 109) (If Yes, type of government)				YES	NO
16. DAYS ACCRUED LEAVE PAID	17. MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION		YES	NO	
18. REMARKS					
The information contained herein is subject to computer matching within the Department of Defense or with any other affected Federal or non-Federal agency for verification purposes and to determine eligibility for, and/or continued compliance with, the requirements of a Federal benefit program.					
19a. MAILING ADDRESS AFTER SEPARATION (include ZIP Code)			b. NEAREST RELATIVE (Name and address - include ZIP Code)		
20. MEMBER REQUESTS COPY 5 BE SENT TO (Specify state/territory)		OFFICE OF VETERANS AFFAIRS		YES	NO
a. MEMBER REQUESTS COPY 3 BE SENT TO THE CENTRAL OFFICE OF THE DEPARTMENT OF VETERANS AFFAIRS (WASHINGTON, DC)				YES	NO
21a. MEMBER SIGNATURE		b. DATE (YYYYMMDD)	22a. OFFICIAL AUTHORIZED TO SIGN (Typed name, grade, title, signature)		b. DATE (YYYYMMDD)
			E		
SPECIAL ADDITIONAL INFORMATION (For use by authorized agencies only)					
23. TYPE OF SEPARATION			24. CHARACTER OF SERVICE (Include approved)		
25. SEPARATION AUTHORITY		26. SEPARATION CODE		27. REENTRY CODE	
28. NARRATIVE REASON FOR SEPARATION					
29. DATES OF TIME LOST DURING THIS PERIOD (YYYYMMDD)				30. MEMBER REQUESTS COPY 4 (Initials)	
DD FORM 214, AUG 2009		PREVIOUS EDITION IS OBSOLETE.		MEMBER - 4	

Military Service Credit

Your Service Credit History

The information below is as of 6/30/2021, but may also include prior, transfer, reinstatement, or military service credited after. If you see a discrepancy, ask the applicable employer to review your records.

- "District Name Unavailable" appears if a district merged or was later renamed.
- If you worked at multiple districts in a school year, credit is combined on one line.

Employment for the 2020-2021 School Year (7/1/2020 – 6/30/2021):

Employer	Regular Salary Reported	Days	Service Credit
Albion	\$101,979.30	200	1 Year

Total Service Credit (as of 6/30/2021): 30 Year(s), 3 Month(s)

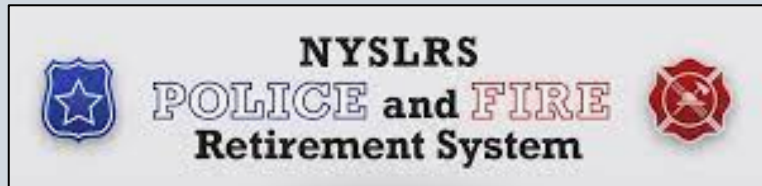
School Year	Employer	Service Credit
7/1/2005-6/30/2021	Albion	16 Year(s)
7/1/2004-6/30/2005	Albion, USERRA Military Service	1 Year(s)
7/1/2003-6/30/2004	USERRA Military Service	1 Year(s)
7/1/2002-6/30/2003	Albion, USERRA Military Service, Genesee	1 Year(s)
7/1/2001-6/30/2002	Albion, Genesee	1 Year(s)
7/1/2000-6/30/2001	Albion, Genesee	1 Year(s)
7/1/1999-6/30/2000	Albion, Genesee	1 Year(s)
7/1/1991-6/30/1999	Albion	8 Year(s)
7/1/1983-6/30/1984	548 Military Service	3 Month(s)

When a member purchases their military service credit, it's listed on their service history in their MyNYSTRS account and on their Benefit Profile.

The  Overview

Transfer Service Credit

Transfer Service Credit



Transfer Service Credit

The transfer process allows members who have active memberships in two New York State or New York City public retirement systems to combine their memberships.

When a membership is transferred to another public retirement system:

- Retain earliest membership date
- Combine service credit (up to one year of service credit per school year) and salaries, which may lead to a higher retirement benefit
- The accumulated contributions and interest transfer to the new system

Service Credit Milestones

All Tiers

2 Years of Credit – You can obtain credit for eligible prior service.

5 Years of Credit – You are vested to receive a pension as early as 55.

You can purchase credit for prior military service.

10 Years of Credit – Disability and vested death benefit coverage begins.

Tiers 1 and 2

20 Years of Credit – Your pension no longer includes a service-related reduction.



Service Credit Milestones

Tiers 3 and 4

20 Years of Credit – Your Pension Factor increases from 1.67% to 2% for the 1st 30 years.

30 Years of Credit – You can retire without an age factor as early as age 55.

Tier 5

25 Years of Credit – Your Pension Factor increases from 1.67% to 2% for the 1st 30 years.

30 Years of Credit – You can retire without an age factor as early as age 57.

Tier 6

20 Years of Credit – Your pension factor increases from 1.67% to 1.75% for the 1st 20 years.

Vesting Rules

For all tiers, when a member has five years of service credit, they are vested to receive a pension as early as age 55.

If a member has less than five years of service credit, their membership stays active for seven years after the end of the school year in which they last earned service credit (i.e., worked at least 20 full-time days), and then their membership ceases.

If the membership ends, 5% interest will no longer accumulate on the member's contributions fund, so it should be withdrawn.

Transfer Service Credit

Eligibility to transfer

A member with an active NYSTRS membership can transfer that membership to an active membership in any of the other New York State public retirement systems (except New York City Police).

Before initiating a transfer, the member has to stop working in their job that's reportable to the retirement system they are transferring out of. The member has to continue working in the job that is reportable to the retirement system they are transferring into after they stop working in their other job.

Transfer Service Credit

WS-3 (2/22)

NYSTRS NEW YORK STATE TEACHERS' RETIREMENT SYSTEM
10 Corporate Woods Drive, Albany, NY 12211-2395
Fax: (518) 431-8792

OFFICE SERVICES ONLY

REQUEST FOR DIRECT TRANSFER OF MEMBERSHIP

Please be advised that I am registered in another New York State public retirement system and request the transfer of my membership in the New York State Teachers' Retirement System, to the

NYS & Local Retirement System NYC Employees' Retirement System
 NYS Police & Fire Retirement System NYC Police Pension Fund
 Teachers' Retirement System of the City of New York NYC Fire Pension Fund
 NYS Board of Education Retirement System

NAME	(First) (Middle) (Last)	EMPLID
ADDRESS	(Street)	LAST 4 DIGITS OF SOCIAL SECURITY #
	(City) (State) (Zip Code)	DATE OF BIRTH
PHONE NUMBER	() <input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work	

Is this address your **PERMANENT** address to be used by the System? Yes No

Have you taught in a New York State public school, other than New York City, during the current school year?
 NO YES If yes, please list the school district[s]:

DATE CEASED TEACHING IN NYS PUBLIC SCHOOLS (OUTSIDE NYC): _____

Title of new position: _____ Starting Date _____
in the _____
(Name of Department, School or Other Unit Where Employed)

(Signature)

To transfer a NYSTRS membership to another system, complete a *Request for Direct Transfer of Membership* form and send it to NYSTRS.

Transfer Service Credit

To transfer out of another retirement system, contact the other system and file their transfer form.

Office of the New York State Comptroller
NYSLRS
 New York State and Local Retirement System
 110 State Street, Albany, New York 12244-0001

Received Date: _____

Application for Transfer of Membership

RS 5534 (Rev. 08/02)

Please type or print clearly in blue or black ink.

NYSLRS ID: _____ Social Security Number (see 4 digit): XXX-XX-____ Retirement System (check one)
 Employees' Retirement System (ERS) Police and Fire Retirement System (PFRS)

THIS FORM IS TO BE USED ONLY TO TRANSFER FROM ONE OF THE TWO RETIREMENT SYSTEMS OF THE NEW YORK STATE & LOCAL RETIREMENT SYSTEM (NYSLRS); EMPLOYEES' RETIREMENT SYSTEM (ERS) AND POLICE AND FIRE RETIREMENT SYSTEM (PFRS) TO ANOTHER PUBLIC RETIREMENT SYSTEM IN NEW YORK STATE.

This transfer application is **irrevocable**. Once this transfer application is filed or received by the Retirement System your transfer is effective. Under certain circumstances it may not be beneficial to transfer your membership. If you have questions concerning your transfer or if you are covered by a special plan, you should contact Benefits Information Services at 1-866-805-0990 before completing this application.

Instructions:
 Please sign the completed form and return to NYSLRS at the address shown above (not your employer). Your transfer will be effective on the date we receive the completed application assuming you meet all legal requirements, regardless of any administrative delay by NYSLRS in completing the processing of your application.

Name: (First, Middle Initial, Last) _____ Date of Birth: _____

Address: (Include APO, FPO, and ZIP Code) _____

Address: (Include APO, FPO, and ZIP Code) _____

ERS PFRS

TO THE COMPTROLLER OF THE STATE OF NEW YORK:

I request that my membership, reserves, and accumulated contributions, if any, standing to my credit in the NYSLRS be transferred to the Retirement System where I am currently registered as a member below. (Please check **ONE** box below to indicate the system you would like to transfer membership into.)

NYSTRS (New York State Teachers' Retirement System)
 NYCERS (New York City Employees' Retirement System)
 NYCTRS (New York City Teachers' Retirement System)
 NYCBOE (New York City Board of Education)
 NYCPIPF (New York City Police Pension Fund)
 NYCDFP (New York City Fire Department Pension)
 MTA (Metropolitan Transit Authority)



TRS MEMBERSHIP TRANSFER FORM

TEACHERS' RETIREMENT SYSTEM OF THE CITY OF NEW YORK (TRS)
 55 Water Street, New York, NY 10041
 www.trsnyc.org | 1-800-840-CITY

Please read the instructions before completing this form.
 (NOTE: Please print in black or blue ink, and initial any changes that you make on this form.)

PART A: All information must be provided below.

First Name _____ M.I. _____ Last Name _____ Social Security Number (last 4 digits only) [X][X][X]-[X][X] _____
 Permanent Home Address _____ Apt. No. _____ TRS Membership Number _____
 City _____ State _____ Zip Code _____ Primary Phone Number (check one) Home [] Work [] Mobile []
 Alternate Phone Number (check one) Home [] Work [] Mobile []

Please keep your personal information with TRS up to date. We will update our records based on the information you provide above, so do not enter a temporary address; instead, TRS suggests that you consult the U.S. Postal Service about having your mail forwarded on a temporary basis. To register any changes to your permanent address (and/or phone number), please access our website or file a "Member's Change of Address Form" (code DM13) with TRS.

If you are providing new information above, please indicate the effective date: ____/____/____

PART B: Please indicate whether you are separated from service or on a leave of absence without pay. Check only **ONE** below and write your initials in the space provided next to your choice.

Separated from Service (i.e., resigned or terminated) Leave of Absence without Pay

PART C: _____

PART D: _____

PART E: _____

PART F: _____

PART G: _____

PART H: _____

PART I: _____

PART J: _____

PART K: _____

PART L: _____

PART M: _____

PART N: _____

PART O: _____

PART P: _____

PART Q: _____

PART R: _____

PART S: _____

PART T: _____

PART U: _____

PART V: _____

PART W: _____

PART X: _____

PART Y: _____

PART Z: _____

by Mail via EFT (if you are ineligible to receive your payment via EFT, a check will be mailed to your home address.)

NYSTR (8/12) CONTINUED ON PAGE 6 PAGE 5



NYCERS USE ONLY **F321**

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

Application for Transfer of Member's Accumulated Salary Deductions to Another Retirement System Within New York State

Member Number _____ Last 4 Digits of SSN _____

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.

I, the undersigned, do hereby make application to have the accumulated salary deductions, and accrued interest on the same, standing to my credit in the New York City Employees' Retirement System (NYCERS) transferred to my membership in the _____ Retirement System.

In consideration of the transfer of such amount, and upon the transmittal of such funds to the retirement system to which I am transferring, I do hereby release and discharge from any and all liability the New York City Employees' Retirement System in connection therewith.

My City service in the position of _____ with the Department of _____

ceased on the ____ day of _____, 20____ I have accepted a position as (an) _____

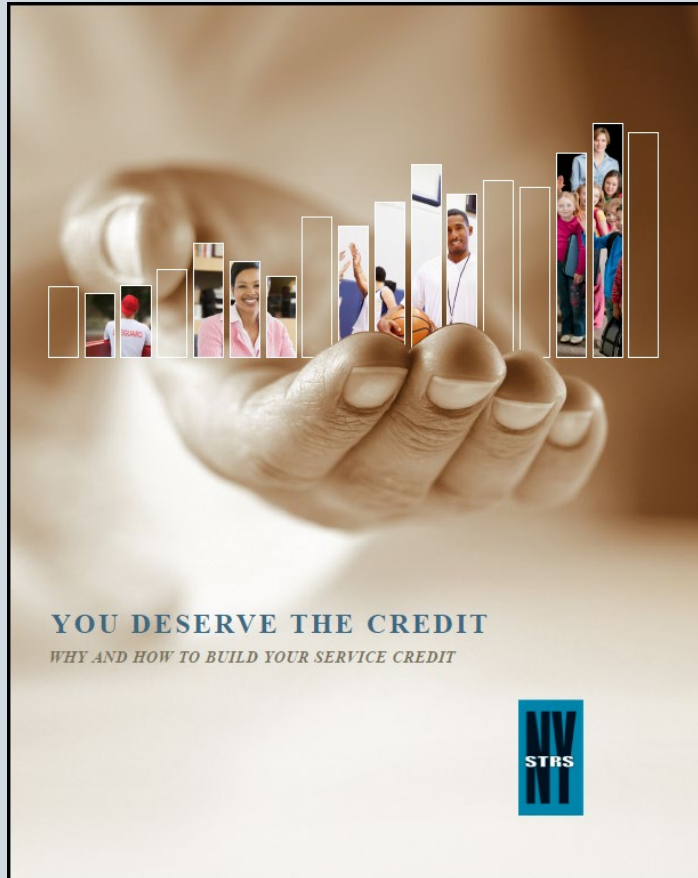
_____ with the Department of _____ on the ____ day of _____

NYCERS | **NYC EMPLOYEES' RETIREMENT SYSTEM**

First Name _____ M.I. _____ Last Name _____
 In Care of (if applicable) _____
 Address _____ Apt. Number _____
 City _____ State _____ Zip Code _____
 Home Phone Number _____ Work Phone Number _____
 () _____ () _____



Transfer Service Credit



**Information on transferring
a membership is on page 4.**

Transfer Service Credit

Your Service Credit History

The information below is as of 6/30/2021, but may also include prior, transfer, reinstatement, or military service credited after. If you see a discrepancy, ask the applicable employer to review your records.

- "District Name Unavailable" appears if a district merged or was later renamed.
- If you worked at multiple districts in a school year, credit is combined on one line.

Employment for the 2020-2021 School Year (7/1/2020 – 6/30/2021):

Employer	Regular Salary Reported	Days	Service Credit
Shenendehowa At Clifton Park	\$117,472.50	220	1 Year

Total Service Credit (as of 6/30/2021): 23 Year(s), 8 Month(s)

School Year	Employer	Service Credit
7/1/2019-6/30/2021	Shenendehowa At Clifton Park	2 Year(s)
7/1/2009-6/30/2019	Hoosick Falls	10 Year(s)
7/1/2008-6/30/2009	Hoosick Falls, Cambridge	1 Year(s)
7/1/2007-6/30/2008	Cambridge	1 Year(s)
7/1/2006-6/30/2007	Cambridge, Saratoga Springs	1 Year(s)
7/1/2005-6/30/2006	Saratoga Springs	1 Year(s)
7/1/2004-6/30/2005	Saratoga Springs, Cambridge	1 Year(s)
7/1/2001-6/30/2004	Cambridge	3 Year(s)
7/1/2000-6/30/2001	Cambridge, Scotia-Glenville	1 Year(s)
7/1/1999-6/30/2000	Scotia-Glenville	2 Month(s)
7/1/1998-6/30/1999	South Colonie, Schenectady County	5 Month(s)
7/1/1997-6/30/1998	Schenectady County	2 Month(s)
7/1/1996-6/30/1997	South Colonie, New York State Public Service	8 Month(s)
7/1/1995-6/30/1996	New York State Public Service	3 Month(s)
7/1/1994-6/30/1995	New York State Public Service	3 Month(s)
7/1/1993-6/30/1994	New York State Public Service	3 Month(s)

Your Service Credit History

The information below is as of 6/30/2021, but may also include prior, transfer, reinstatement, or military service credited after. If you see a discrepancy, ask the applicable employer to review your records.

- "District Name Unavailable" appears if a district merged or was later renamed.
- If you worked at multiple districts in a school year, credit is combined on one line.

Employment for the 2020-2021 School Year (7/1/2020 – 6/30/2021):

Employer	Regular Salary Reported	Days	Service Credit
Middletown	\$97,822.75	200	1 Year

Total Service Credit (as of 6/30/2021): 9 Year(s), 3 Month(s)

School Year	Employer	Service Credit
7/1/2017-6/30/2021	Middletown	4 Year(s)
7/1/2012-6/30/2017	New York City Service	5 Year(s)
7/1/2011-6/30/2012	Port Jervis, Minisink Valley	3 Month(s)
7/1/2009-6/30/2010	Minisink Valley	6.97 Day(s) - No Credit

Transferred service credit is listed as credit from the retirement system the member transferred out of on their service credit history in their Benefit Profile.

The  Overview

Reinstatement Service Credit

Vesting Rules

For all tiers, when a member has five years of service credit, they are vested to receive a pension as early as age 55.

If a member has less than five years of service credit, their membership stays active for seven years after the end of the school year in which they last earned service credit (i.e., worked at least 20 full-time days), and then their membership ceases.

If the membership ends, 5% interest will no longer accumulate on the member's contributions fund, so it should be withdrawn.

Reinstatement Service Credit

If a member had a previous membership in NYSTRS or in any other New York State or New York City public retirement system, they are eligible to reinstate to their earliest date of membership. They will receive the service credited under that earlier membership along with any possible advantages of an earlier tier of membership.



Reinstatement Service Credit

NYSTRS members can elect reinstatement on the *Application for Membership* form when they join or rejoin NYSTRS.

NET-2 (10/21)

NYS

NEW YORK STATE TEACHERS' RETIREMENT SYSTEM
 10 Corporate Woods Drive, Albany, NY 12211-2395
 (800) 348-7298 or (518) 447-2900; Membership Ext. 6190

APPLICATION FOR MEMBERSHIP
 Please Provide All Requested Information

PART 1 — TO BE COMPLETED BY APPLICANT

Social Security Number
 - -

First Name

PART 3 — TO BE COMPLETED BY APPLICANT

NYSTRS SERVICE CREDIT
 * SIX IMPORTANT QUESTIONS *

You are responsible for ensuring your records are complete and accurate. Failure to provide any of the following necessary information could result in the loss of or reduction in a future benefit.

For an explanation of questions 1-5, see page 4.

1. Are you now a member of another New York State (NYS) or New York City (NYC) public retirement system? YES NO

Name of Retirement System:

2. Are you receiving, or about to receive, a pension (monthly benefit) from another NYS or NYC public retirement system? YES NO

If YES, please provide your date of retirement: / /

If YES, is it a disability pension? YES NO

If YES, provide the information below and then refer to page 6 for important membership eligibility information.

Name of Retirement System:

Retirement Number:

3. If you have a previous, inactive membership with any NYS or NYC public retirement system that qualifies you to be reinstated, do you elect reinstatement? **This election is irrevocable.** YES NO

4. Do you wish to claim previous NYS or NYC public employment or public teaching service not included in question 3? YES NO

5. Have you ever served in the armed forces of the United States? YES NO


6. Are you currently an active member of the **Optional Retirement Program (TIAA/VDCCP)**? YES NO

If YES, name the employer:

- 2 -

Reinstatement Service Credit

RS-1 (9/22)

 NEW YORK STATE TEACHERS' RETIREMENT SYSTEM
10 Corporate Woods Drive, Albany, NY 12211-2395

OFFICE SERVICES ONLY

ELECTION TO REINSTATE

EmpID Last 4 Digits of Social Security #

Last Name First Name M.I.

Street

City, State, Zip

Is this address your PERMANENT address to be used by the System? Yes No Phone Number

REINSTATEMENT INFORMATION:

PLEASE CHECK ALL THAT APPLY: FORMER NYS PUBLIC RETIREMENT SYSTEM(S)	DATES OF SERVICE
<input type="checkbox"/> New York State Teachers' Retirement System	
<input type="checkbox"/> Teachers' Retirement System of the City of New York	
<input type="checkbox"/> New York State and Local Retirement System (Including Police & Fire)	FORMER NAMES (if applicable)
<input type="checkbox"/> New York City Board of Education Retirement System	
<input type="checkbox"/> New York City Employees' Retirement System	
<input type="checkbox"/> New York City Police Pension Fund	FORMER RETIREMENT SYSTEM NUMBER (if known)
<input type="checkbox"/> New York City Fire Pension Fund	

Is the service you are claiming credited in any NYS public retirement system? Yes No
If yes, name of system:

Check if you are a Nonresident Alien. Nonresident Aliens must also submit form W-8 BEN, Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding and Reporting. W-8 BEN can be found on IRS.gov. Please note that we cannot process a contribution refund (if applicable) without the W-8 BEN.

I am a current member of the New York State Teachers' Retirement System. I hereby elect reinstatement to the earliest date of membership in accordance with Section 645 of the Retirement and Social Security Law.

I certify I have reviewed the important Reinstatement Information provided on the reverse side of this election explaining the consequences of changing membership dates and the effects it may have on my future benefits.

Signature Date

If the member didn't elect reinstatement on their *Application for Membership* form, they can fill out and submit the *Election to Reinstatement* form.

Reinstatement Service Credit

The cost for reinstatement depends on your tier of membership:

Tiers 1 and 2 – There is no cost.

Tiers 3 - 6 – The cost is a one-time lump sum payment of the contributions refunded under the former membership plus 5% interest compounded annually through the date of the payment.



Reinstatement Service Credit

Your Service Credit History

The information below is as of 6/30/2021, but may also include prior, transfer, reinstatement, or military service credited after. If you see a discrepancy, ask the applicable employer to review your records.

- "District Name Unavailable" appears if a district merged or was later renamed.
- If you worked at multiple districts in a school year, credit is combined on one line.

Employment for the 2020-2021 School Year (7/1/2020 – 6/30/2021):

Employer	Regular Salary Reported	Days	Service Credit
South Huntington	\$32,779.23	200	1 Year

Total Service Credit (as of 6/30/2021): 19 Year(s)

School Year	Employer	Service Credit
7/1/2018-6/30/2021	South Huntington	3 Year(s)
7/1/2017-6/30/2018	South Huntington, New York State Public Service	1 Year(s)
7/1/2002-6/30/2017	New York State Public Service	15 Year(s)

Your Service Credit History

The information below is as of 6/30/2021, but may also include prior, transfer, reinstatement, or military service credited after. If you see a discrepancy, ask the applicable employer to review your records.

- "District Name Unavailable" appears if a district merged or was later renamed.
- If you worked at multiple districts in a school year, credit is combined on one line.

Employment for the 2020-2021 School Year (7/1/2020 – 6/30/2021):

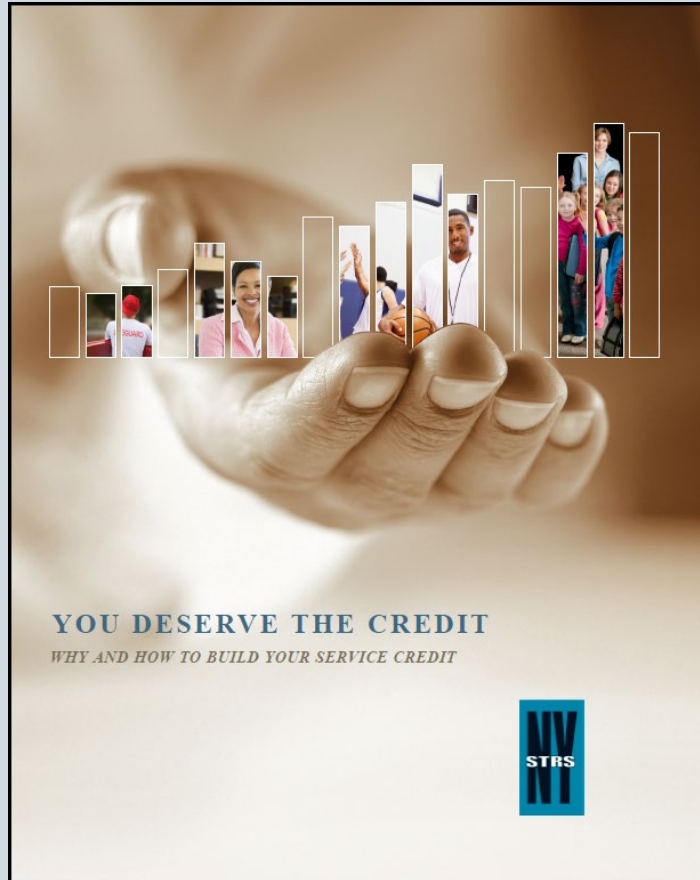
Employer	Regular Salary Reported	Days	Service Credit
Nassau BOCES	\$126,133.40	200	1 Year

Total Service Credit (as of 6/30/2021): 34 Year(s), 4 Month(s)

School Year	Employer	Service Credit
7/1/1993-6/30/2021	Nassau BOCES	28 Year(s)
7/1/1990-6/30/1993	New York City Service	3 Year(s)
7/1/1986-6/30/1989	New York City Service	3 Year(s)
7/1/1985-6/30/1986	New York City Service	4 Month(s)

Members will be able to view their reinstated service credit in their MyNYSTRS account, and in their Benefit Profile, when the Reinstatement Unit has completed the processing of the reinstatement for Tiers 1 and 2, or processed the payment for the reinstatement for Tiers 3 through 6.

Reinstatement Service Credit



Information on reinstating a membership is on page 4.

The



Overview

Types of Service Credit

- **Membership**
- **Prior Service**
- **Military**
- **Transfer**
- **Reinstatement**



It is important to make sure you have all the service credit for which you are eligible, because it may affect when your benefits begin and how much you will receive.

Service Credit Milestones

All Tiers

2 Years of Credit – You can obtain credit for eligible prior service.

5 Years of Credit – You are vested to receive a pension as early as 55.

You can purchase credit for prior military service.

10 Years of Credit – Disability and vested death benefit coverage begins.

Tiers 1 and 2

20 Years of Credit – Your pension no longer includes a service-related reduction.



Service Credit Milestones

Tiers 3 and 4

20 Years of Credit – Your Pension Factor increases from 1.67% to 2% for the 1st 30 years.

30 Years of Credit – You can retire without an age factor as early as age 55.

Tier 5

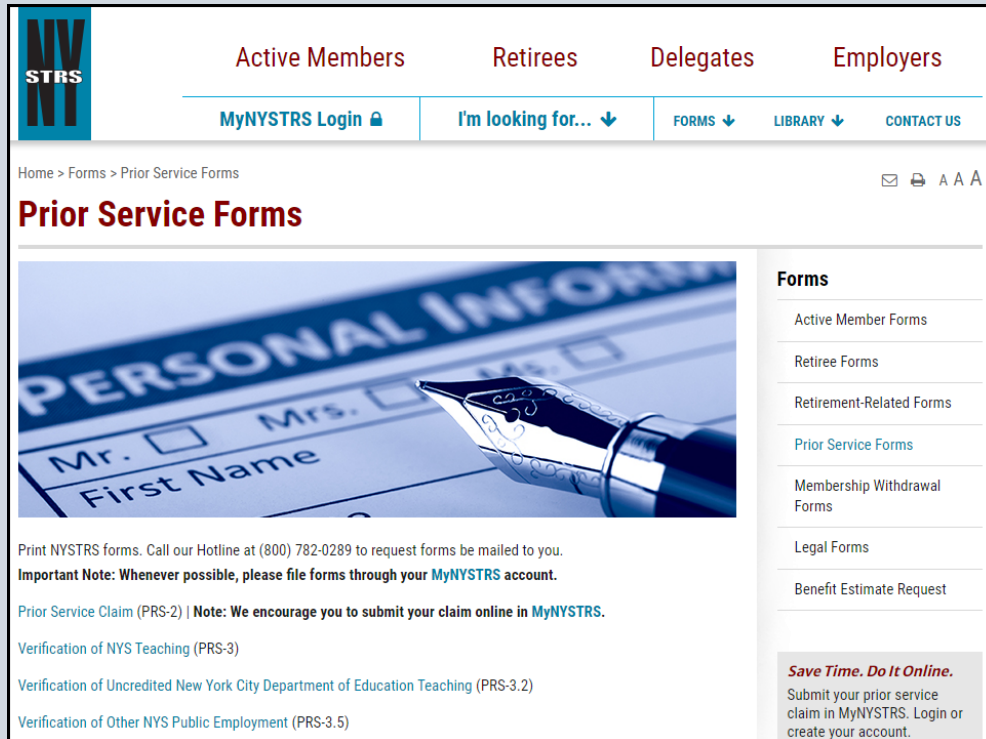
25 Years of Credit – Your Pension Factor increases from 1.67% to 2% for the 1st 30 years.

30 Years of Credit – You can retire without an age factor as early as age 57.

Tier 6

20 Years of Credit – Your pension factor increases from 1.67% to 1.75% for the 1st 20 years.

Forms



The screenshot shows the NYSTRS website's 'Prior Service Forms' page. At the top, there is a navigation bar with the NYSTRS logo on the left and links for 'Active Members', 'Retirees', 'Delegates', and 'Employers'. Below this is a secondary navigation bar with 'MyNYSTRS Login', 'I'm looking for...', 'FORMS', 'LIBRARY', and 'CONTACT US'. The main content area features a breadcrumb trail 'Home > Forms > Prior Service Forms' and a search icon. The title 'Prior Service Forms' is prominently displayed. Below the title is a large image of a fountain pen resting on a form labeled 'PERSONAL INFORMATION' with fields for 'Mr.', 'Mrs.', and 'First Name'. To the right of the main content is a sidebar titled 'Forms' with a list of categories: 'Active Member Forms', 'Retiree Forms', 'Retirement-Related Forms', 'Prior Service Forms' (highlighted), 'Membership Withdrawal Forms', 'Legal Forms', and 'Benefit Estimate Request'. At the bottom of the sidebar is a call to action: 'Save Time. Do It Online. Submit your prior service claim in MyNYSTRS. Login or create your account.'

Print NYSTRS forms. Call our Hotline at (800) 782-0289 to request forms be mailed to you.
Important Note: Whenever possible, please file forms through your MyNYSTRS account.

[Prior Service Claim \(PRS-2\)](#) | **Note: We encourage you to submit your claim online in MyNYSTRS.**

[Verification of NYS Teaching \(PRS-3\)](#)

[Verification of Uncredited New York City Department of Education Teaching \(PRS-3.2\)](#)

[Verification of Other NYS Public Employment \(PRS-3.5\)](#)

Save Time. Do It Online.
Submit your prior service claim in MyNYSTRS. Login or create your account.

All of NYSTRS forms can be printed from our website at www.nystrs.org. The Forms section is a link on our home page.

Members can also call the System and we can mail or email the forms to them.

The



Overview