



Chief School Administrators

Administrative Bulletin

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Assistance Locating Former Members Needed

Each year, many NYSTRS memberships are terminated due to insufficient creditable service. The System makes every effort to contact these former members and advise them their contributions are refundable. However, in most cases we do not have a current address on file and have not been able to obtain a revised address.

Your assistance is needed in helping us locate the owners of these unclaimed funds. Please help us publicize the availability of these funds by directing current and former employees to the Retirement System's Web site at www.nystrs.org. By selecting the [Unclaimed Funds](#) tab at the upper right-hand corner of the home page, visitors will be directed to a page with two searchable databases: Unclaimed Accounts and Abandoned Accounts.

Anyone with information that would help us locate a member, or the member's beneficiaries or estate, should call the System at (800) 348-7298, Ext. 6090.

A member must have a minimum of five years of service in order to vest with a New York State public retirement system. In order for memberships to remain active, members with less than five years of service must work the equivalent of 20 or more full-time days in a school year (in a capacity reportable to NYS-TRS) at least once every seven years.

Thank you for your cooperation.