



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

OFFICE SERVICES ONLY

VERIFICATION OF UNCREDITED NEW YORK CITY DEPARTMENT OF EDUCATION TEACHING NOT COVERED BY A RETIREMENT SYSTEM

PART 1: *To be completed by member:* Please complete **all** requested information on this page.

EmplID

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Social Security #

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NAME (First)	NAME (Middle)	NAME (Last)
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ADDRESS (Street)	ADDRESS (City)	ADDRESS (State)	ADDRESS (Zip Code)
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Is this address your PERMANENT address to be used by the System? <input type="checkbox"/> Yes <input type="checkbox"/> No	PHONE NUMBER
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SIGNATURE	DATE
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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)
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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 (Z740)	-		
Other (specify)	-		

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.

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

