



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

**CONTRACT CHANGE AUTHORIZATION FORM**

It is important that you return this form in advance of the Monthly Report which reflects the Annual Base Pay Rate "ABPR"/contract salary changes. Refer to The New Reporting Interface on our Web site, [www.nystrs.org](http://www.nystrs.org), for instructions on how to correctly report retroactive pay received for previous school years.

**TEACHERS**

This is to inform you that the \_\_\_\_\_ Monthly Report will reflect an Annual Base Pay Rate "ABPR"/contract salary change retroactive to \_\_\_\_/\_\_\_\_/\_\_\_\_  
mm dd yy

Retroactive payment date \_\_\_\_/\_\_\_\_/\_\_\_\_  
mm dd yy

**ADMINISTRATORS**

This is to inform you that the \_\_\_\_\_ Monthly Report will reflect an Annual Base Pay Rate "ABPR"/contract salary change retroactive to \_\_\_\_/\_\_\_\_/\_\_\_\_  
mm dd yy

Retroactive payment date \_\_\_\_/\_\_\_\_/\_\_\_\_  
mm dd yy

**TEACHER ASSISTANTS**

This is to inform you that the \_\_\_\_\_ Monthly Report will reflect an Annual Base Pay Rate "ABPR"/contract salary change retroactive to \_\_\_\_/\_\_\_\_/\_\_\_\_  
mm dd yy

Retroactive payment date \_\_\_\_/\_\_\_\_/\_\_\_\_  
mm dd yy

Do any of the retroactive earnings include a retroactive adjustment for Termination Payments or Non-Regular Compensation Payments?  Yes  No

If yes, please send via hardcopy report or in a separate letter to the System a breakdown of the retroactive payment(s).

This form authorizes the System to make adjustments to the Annual Base Pay Rate "ABPR"/contract salaries reported for the previous reports where applicable.

Signature		Title	
Location Name		Location Code	Date