



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

## EMPLOYER E-MAIL ADDRESS/PAYROLL VENDOR INFORMATION

District #

Use this form to notify the System of an **E-mail address** change for the Chief Administrator, Authorized Designee, Designated Contact, Principal, Business Official, Payroll Vendor or Electronic Reporting Contact in your district.

**Note:** Continue to use the District Contact Change form (QTR-81) to report a Chief Administrator, Authorized Designee, Designated Contact or Electronic Reporting Contact change of personnel.

Name	Title
District Name	
Current E-mail Address	

Name	Title
District Name	
Current E-mail Address	

Completed By	Date
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If your district uses a third party or payroll vendor for reporting purposes, please provide the vendor name and contact information below:

Vendor Name
Contact Information

If you encounter a problem submitting this form electronically, please call (800) 348-7298, Ext. 6220 or return the form by any of the following:

- Fax: (518) 447-2979
- E-mail: [employer@nystrs.state.ny.us](mailto:employer@nystrs.state.ny.us)
- Mail to: NYS Teachers' Retirement System, Employer Reporting Unit, 10 Corporate Woods Drive, Albany, NY 12211-2395