



NYSTRS Employer Manual

Section 8: Reporting a Member or Retiree Death

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Introduction

Employers should advise NYSTRS when an active member or retiree dies. The information you provide will help facilitate a timely payment of any death benefit which may be due the individual's beneficiary or estate. It is not necessary to report the death of a person who is not a System member.

Reporting to NYSTRS

The ***Notification of Death of Member or Retiree (RET-62)*** form enables employers to report information to NYSTRS. You may download and print the form by clicking the link above or by calling us at (800) 348-7298, Ext. 6220 and requesting the form be mailed to you.

The form should be submitted *as soon as possible* after you become aware of the member or retiree's death. The portion of the form marked "Additional Information" should be used to identify the next of kin's name, address and relationship to the deceased.

If the deceased individual is eligible for a death benefit, we may send you the Death Benefit Final Report (RET-17DB or RET-17DIS) form to complete and return to NYSTRS. The forms are self-explanatory and request information not yet available through the employer reporting process. The definition of such items as "Annual Base Pay Rate," "Gross Pay," "Base Salary Pay," etc. are the same as those for the employer reporting process and can be found in **Section 2** or **Section 3** of this manual. Your assistance in completing this form quickly and accurately will help ensure the timely payment of benefits.

Questions regarding these matters should be directed to the System at the following numbers: Active Members (800) 348-7298, Ext. 6110 | Retired Members (800) 348-7298, Ext. 6140 (518-447-2900 if calling from the Albany area).