



## NYSTRS Employer Manual

### Section 8: Reporting a Member or Retiree Death

## Section 8: Reporting a Member or Retiree Death

### 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 an employee who is not a System member.

### Reporting to NYSTRS

The death of a member or retiree should be reported through the **Employer Secure Area (ESA)** *as soon as possible* after you become aware of the member's or retiree's death. To report a member or retiree death, visit the Membership > Deceased Member Notification page and enter the Social Security number and the first three letters of the member's or retiree's first name. Next, enter the date of death (if known) and provide any additional information, such as the name and current contact information of the nearest living relative(s), in the space provided.

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. If calling from the Albany area, use (518) 447-2900.