



## NYSTRS Employer Manual

### Section 19: Retirement Applications

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### Introduction

Members who are eligible for retirement must have ceased employment and filed a retirement application with the System before their monthly pension payments can begin. The application may be submitted no more than 90 days before, and no later than, the date of retirement.

If a member is no longer able to work because of a serious illness or injury, he/she should contact NYSTRS as soon as possible at (800) 348-7298, Ext. 6010. **If a member is critically ill, he/she should file for disability retirement immediately.** Please call us with any questions.

Due to the complex nature of retirement plans and available options, we suggest that employers or third parties should not attempt to advise members on these matters.

Members contemplating retirement should have a benefits consultation with a NYSTRS representative to obtain an estimate and to ask specific questions about their retirement. Consultation schedules are mailed to employers and are available at NYSTRS.org.

### Applications

There are two types of retirement applications: service retirement and disability retirement. **It is extremely important for members to complete the appropriate form when filing for retirement.**

Members retiring for service should file the Service Retirement Application. They can either file online through **MyNYSTRS** (for those age 55 or older) or submit a paper application (**RET-54**).

Those retiring due to disability should file the **Disability Retirement Application (RET-54.1)** package. The disability application must be filed with the System within 12 months of the last date the member was on the payroll. If the member was placed on an approved medical leave of absence without pay, he/she may file a disability application no later than 12 months after the date the medical leave ended. Once all medical documentation is received, the application will be forwarded to our Medical Board for review, which may require an examination by a physician chosen by the Board. The member may remain on payroll while the application is being processed.

Both retirement applications are available under Forms > Retirement-Related Forms at NYSTRS.org or by calling our Hotline at (800) 782-0289.

Requests for retirement estimates and questions regarding the completion of retirement applications should be directed to us by calling (800) 348-7298 at the extension noted below.

Requests Regarding	Contact
Retirement Estimates	Estimate Unit at Ext. 6020
Completing Service Retirement Applications	Service Retirement Unit at Ext. 6000
Completing Disability Retirement Applications	Disability Retirement Unit at Ext. 6010