



# REPORTING TIPS

From the

NEW YORK STATE  
TEACHERS' RETIREMENT SYSTEM

October 2014

## **Membership Applications Needed**

When registering an employee via the Employer Secure Area (ESA), it is imperative to submit the completed [Membership Application \(NET-2\)](#) immediately. This allows us to update the member's address and beneficiary information.

## **Updating District Contacts**

There are two different areas to add/delete district users. Please note the updating of one does not translate to the other.

[Employer Secure Area \(ESA\)](#) – The ESA contact changes can be made by either the district's Chief School Administrator or the designated Security Administrator within the application. The ESA contacts are used for ESA related items.

[District Contact Change \(QTR-81\)](#) – Any other district-related correspondence or inquiries are based on the district contacts provided on District Contact Change Form (QTR-81). Changes to this population require a completed QTR-81. When updating email addresses, please complete the [Employer EMail Address/Payroll Vendor Information \(QTR-81.1\)](#). In an effort to ensure [Administrative Bulletins](#) and [Reporting Tips](#) reach a wide audience, all contacts receive this correspondence.

## **Retiree Payments**

When completing the QTR-78, please be sure to indicate balance of contract payments, if applicable, to ensure an accurate benefit calculation for our members.

## **Fax Numbers**

Loans and Subsequent Service: (518) 447-2829

Employer Reporting/Terminating Employees: (518) 447-2979 and (518) 447-4721

Membership: (518) 447-4749

Prior Service/Transfer In and Out: (518) 447-4720

*These [Reporting Tips](#) are available on the [Employers](#) page at [NYSTRS.org](#).  
Contact us at (800) 356-3128, Ext. 6220 or [employer@nystrs.org](mailto:employer@nystrs.org) with any questions about the Tips.*