



Reporting Tips

Courtesy of the New York State Teachers' Retirement System



August 2017

Handling New and Transferring Memberships

Before adding your new employees within NYSTRS' [Employer Secure Area](#) (ESA), visit the ESA's membership verification page (found under the Membership tab) to determine:

- If the new hire is already a NYSTRS member, in which case a membership application is **not** required;
- If already a member, his or her membership tier; and,
- If member contributions are required. (**Please note:** The membership verification application will provide a notification if projected earnings are required for any Tier 6 members.)

Eligible new hires who are not NYSTRS members should complete an [Application for Membership](#) (NET-2), available on the [Forms](#) page at [NYSTRS.org](#). Be sure to send NYSTRS the completed membership applications so we have on file current address information and beneficiary designations.

If you have employees with an active membership in another NYS retirement system, please advise them to contact the other retirement system to determine if a transfer is beneficial to them. To do so, the member **must** make a written request for transfer (a.k.a., a direct transfer) from the former retirement system. Any member contributions required as a result of a new NYSTRS membership cannot be stopped until we have received a certification form from the other retirement system. Refunds of any excess contributions are only made back to the beginning of the year in which the certification form is received from the other retirement system. Questions regarding Transfers should be directed to (800) 348-7298, Ext. 6040.

Holdover Days from Prior Year

Remember to report days which should have been reported to NYSTRS last year but were not. Pay should be reported in the Holdover field (pay category – E), but the days will need to be posted manually. Please call your employer reporting contact directly to ensure the adjustments are made accurately.

Reporting a Death

Employers should notify NYSTRS immediately when a current or former employee dies. Doing so ensures death benefits will be paid promptly to the individual's beneficiary or estate.

To Report an Active Member Death: (800) 348-7298, Ext. 6110

To Report a Retired Member Death: (800) 348-7298, Ext. 6140