ADM-97 (11/18)

**NEW YORK STATE TEACHERS' RETIREMENT SYSTEM**
**10 Corporate Woods Drive, Albany, NY 12211-2395**
**(800) 348-7298 or (518) 447-2900**

OFFICE SERVICES ONLY

# MyNYSTRS ACCOUNT CONTACT INFORMATION

**INSTRUCTIONS:** Use this form to update your email address and phone number(s) to gain access to your MyNYSTRS account. Either print the blank form, fill it out and sign it; or fill it out online, print and sign it. Fax it to NYSTRS at (518) 447-4749 or mail it to the address above. The form will be processed within 5 business days. NYSTRS will notify you by email when the processing is complete so you may access your MyNYSTRS account. **This form must be signed to be valid.**

EmplID #

Social Security Number ___ – ___ – ____

First Name | MI | Last Name

Email Address (Required to use MyNYSTRS)

**At least one phone number is required to use MyNYSTRS:**

Phone Number ( ___ ) ___ – ____ ☐ Home ☐ Cell ☐ Other

Phone Number ( ___ ) ___ – ____ ☐ Home ☐ Cell ☐ Other

Phone Number ( ___ ) ___ – ____ ☐ Home ☐ Cell ☐ Other

**SIGNATURE**

Date ___ / ___ / ____
Month Day Year