



**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) 447-4720 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.**

EmpID #

--	--	--	--	--	--	--	--	--	--	--	--

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

Date

--	--

 / 

--	--

 / 

--	--	--	--

Month

Day

Year

SIGNATURE