

OFFICE SERVICES ONLY



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

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 #

[Grid of 10 boxes for EmplID #]

Social Security Number

[Grid of 9 boxes for Social Security Number]

First Name

[Grid of 20 boxes for First Name]

MI

[Box for MI]

Last Name

[Grid of 30 boxes for Last Name]

Email Address (Required to use MyNYSTRS)

[Grid of 40 boxes for Email Address]

At least one phone number is required to use MyNYSTRS:

Phone Number

([Grid of 3 boxes]) [Grid of 3 boxes] - [Grid of 4 boxes]

Home

Cell

Other

Non-U.S. Phone Number

[Grid of 15 boxes for Non-U.S. Phone Number]

Home

Cell

Other

Phone Number

([Grid of 3 boxes]) [Grid of 3 boxes] - [Grid of 4 boxes]

Home

Cell

Other

Non-U.S. Phone Number

[Grid of 15 boxes for Non-U.S. Phone Number]

Home

Cell

Other

Phone Number

([Grid of 3 boxes]) [Grid of 3 boxes] - [Grid of 4 boxes]

Home

Cell

Other

Non-U.S. Phone Number

[Grid of 15 boxes for Non-U.S. Phone Number]

Home

Cell

Other

Date

[Grid of 2 boxes] / [Grid of 2 boxes] / [Grid of 4 boxes]

Month

Day

Year

SIGNATURE

[Line for signature]