



April 2023

Tier 6 Contribution Rates for the 2023-24 School Year Now Available

Contribution rates are now available in the [Employer Secure Area](#) (ESA) for those Tier 6 members who have completed three or more years of membership. These rates can be found in ESA under Membership > Tier 6 Rates and are based on what each member actually earned in regular compensation two years prior.

For Tier 6 members with less than three years of membership, you must report their projected annual salary to NYSTRS and we will determine their contribution rate. To find a list of members requiring projected salary information, check for "Tier 6 Action Items" in ESA under Membership.

Legislation enacted in 2022 temporarily limits the calculation of the Tier 6 employee contribution rate for 2022-23 and 2023-24 to be determined using only a member's annual base wages. Compensation earned for extracurricular programs or any other pensionable earnings paid in addition to the annual base wages will not be included in the calculation as it ordinarily would. This change was implemented July 1, 2022 and will sunset June 30, 2024 without further legislative action. Although the contribution percentage rate for those years will be calculated only on annual base wages, Tier 6 members must pay the applicable contribution rate on all of their pensionable earnings in those years. See [Administrative Bulletin 2022-4: New Legislation Impacts NYSTRS Members](#) for details.

PLEASE NOTE:

- A member's contribution rate will not change once it has been determined for the plan year.
- A member's contribution rate may fluctuate (i.e., either up or down) from school year to school year particularly once the member's rate is being calculated on their earnings two years prior.
- Employers are required by law to collect plan contributions. Therefore, you will be billed on them whether or not you collect them.
- The System will notify you with a District Specific Issue Report (DSIR) message if the contribution amounts reported are incorrect. Employers are responsible for correcting the contribution rate and refunding or recovering inaccurate member contributions.
- If contributions are reported to NYSTRS for any employee, we will automatically make that employee a member of NYSTRS. New members are required to complete an [Application for Membership](#) (NET-2) form. The district should collect the NET-2 and mail the original application to NYSTRS.
- To verify the contributing status of a member, please access the Membership Verification feature in ESA.
- NYSTRS reserves the right to retroactively adjust a member's contribution rate in cases of error.

For more information on Tier 6, including a chart showing contribution rates by salary, see the [Tier 6 Contributions](#) fact sheet or [Section 1: Membership](#) of the Employer Manual at NYSTRS.org. If you still have questions, call us at (800) 348-7298, Ext. 6220.

NOW AVAILABLE: Electronic Payments via Automated Clearing House Payment for Employer Loan Bills

NYSTRS has added the ability for employers to submit payment for monthly loan bills (i.e., member loan deductions) via Automated Clearing House (ACH). Once the employer has reconciled the monthly loan bill in the [Employer Secure Area](#) (ESA), there will now be two payment options available: (a) proceed to the payment site to submit payment electronically, or (b) print the cover page and mail a check for payment to NYSTRS at the P.O. Box listed below. Detailed instructions for ACH payment are available in [Section 6: The Employer Secure Area](#) of the *Employer Manual* at NYSTRS.org.

PLEASE NOTE: If employers plan to make loan payments via ACH and there is an ACH debit block or filter in place for the account being used for payment, NYSTRS' ACH ID (0000408976) must be added as an exception to the debit block/filter or the bank may reject the payment. Adding this exception does not allow NYSTRS to access the employer's bank account but will allow the employer to send the loan payment to NYSTRS when the ACH payment is submitted. For questions about this requirement, please contact NYSTRS' Finance Office at (518) 447-2900, Ext. 2927.

Updated Mailing Address for Loan Payments

We have changed the address to mail your monthly loan payments only. Please note the P.O. Box listed below for the payment of member loan deductions. All other payments and/or correspondence should still be sent to NYSTRS at 10 Corporate Woods Dr., Albany, NY 12211-2395. Effective immediately, please use the following address when submitting checks for members' monthly loan deductions:

New York State Teachers' Retirement System
P.O. Box 5522
Binghamton, NY 13902-5522

This address is for a lock box, and payments will be processed directly by NYSTRS' financial institution. The loan statement generated after you reconcile your monthly loan bill will reflect the updated address for ease of mailing.

If you print NYSTRS' address on your check and mail your payment in a window envelope, please be sure to update the printed address for loan payments to the P.O. Box listed above.

If you have any questions regarding employer loan billing, please contact NYSTRS' Loan Unit at (800) 348-7298, Ext. 6080.

Delegates and Alternates Must be Reported to NYSTRS by July 1

It is the responsibility of the Chief School Administrator (CSA) or their designee to establish reasonable election procedures, hold elections, and report the results to NYSTRS. NYSTRS has no statutory authority to regulate the election process. Many employers ask the bargaining unit(s) representing NYSTRS members to hold the delegate election. However, only the CSA or their designated administrative staff member is authorized to report election results (See "Entering Delegate Election Results" on page 7 of [Section 6: The Employer Secure Area](#) of the *Employer Manual* for further details). **Employers must report election results to NYSTRS via the [Employer Secure Area](#) (ESA) no later than July 1 (per election deadlines set in statute.)**

Each week between March 1 and June 1, the list of delegates and alternates will be updated on the [Delegates > Electing Delegates](#) page of NYSTRS.org to reflect newly reported election results.

For more information, see the [Delegate Election FAQs](#) webpage and our [Delegates Meeting: Election Responsibilities](#) document. Still have questions? Email us at convdel@nystrs.org or call us at (518) 447-2900, Ext. 4765.

What's New for Members

Spring is on the way and that means it's retirement season!

Members who are getting ready to retire should check out the two-page retirement planning guide coming in the April issue of *Your Source*, our newsletter for active members. This issue is our annual print edition, which is mailed to all active members (excluding those who have elected an e-subscription). The short guide will help them learn what steps to take now, how to estimate their pension benefits, types of benefits consultations available, special factors to consider, and much more. *Your Source* will also be posted on the [Library](#) page of our website at NYSTRS.org.

If you have suggestions for topics you would like covered in our Employer Reporting Tips, please email your suggestions to employer@nystrs.org.