



Suggested Acknowledgment Letter

This resource explains how districts may document that eligible part-time employees were informed of their right to join NYSTRS.

I hereby acknowledge that I have been informed by

(Name of Employer),

my employer, that as a "teacher" not currently a member of the New York State Teachers' Retirement System who is or will be rendering less than full-time service for the (year) school year, I may, as a matter of right, join the New York State Teachers' Retirement System. I further acknowledge that I understand under present law, if I elect to join the New York State Teachers' Retirement System, I must complete a Retirement System membership application, which must be filed with the Retirement System in order to be effective. As a result of joining the Retirement System, I will be required to contribute, pursuant to Article 15 of the RSSL, 3% to 6% of my salary to the Retirement System, based on my annual wages.

If I join the System, my beneficiary will be protected by a death benefit should I die in service after I have been credited by the System with one year of service. Upon meeting eligibility requirements, I will be entitled to a lifetime service pension, or a disability pension if I become permanently and totally disabled from gainful employment.

I also understand if I do not elect to join, I may be unable to obtain credit at a later date for service rendered during the period I was not a member.

Signature: _____

Date: _____