



# Employees' Retirement System Membership Registration RS 5420

(Rev. 1/10)

**IF YOUR MEMBERSHIP IS OPTIONAL, DO NOT COMPLETE OR SUBMIT THIS FORM UNLESS YOU DESIRE TO BECOME A MEMBER.**

If your employment is on a part-time, temporary or provisional basis, or less than 12 months per year, membership is optional.

**Instructions:** Please complete in ink or type.

**This form must be signed and notarized on reverse side.**

**Employee:** Complete items 1-7 and reverse side.

**Employer:** Complete the Important Information box and Items 8-13.

**FOR REGISTRATION NUMBER CALL:** (518) 474-3081 or fax the application at (518) 486-4382.

**This completed membership application must be mailed to the Retirement System for the membership to be effective.**

**IMPORTANT INFORMATION:** Has this person been registered to membership by means of the telephone or fax registration system?  Yes  No (If yes, enter the information given to you in the boxes below.)

**In order to complete the registration process this membership registration form must be received by the Retirement System.**

Location Code				Plan Code	Group Code	Date of Membership			Arrears Code	Registration Number			
						Mo.	Day	Yr.					

<b>Receipt Stamp</b> For OSC use only

To Be Completed by Employee  
(Also see reverse side)

<b>Employee's Name</b> Last					First					Middle Initial		
<b>1</b>												

<b>Employee's Address</b> Street and/or PO Box #						City			State	Zip Code + 4			
<b>2</b>													

<b>3 Date of Birth</b>			<b>Sex</b>		<b>*Social Security Number</b>						<b>Maiden or Other Name Used</b>			
Month	Day	Year	M	F										
<input type="checkbox"/>	<input type="checkbox"/>													

\*Social Security Number Required (See Note at Bottom of Page)

Are you currently a member of **any other** public retirement system?  YES  NO

If yes, what is the name of the system?						What REGISTRATION NUMBER (If Known)?					
<b>4</b>											

**WARNING:** If you are now a member of any other public retirement system in New York State, you should contact that system concerning the advantages of transferring your membership to this system. Failure to contact that system could cause loss of the privilege of transferring membership.

Have you ever been a member of the New York State Employees' Retirement System?  YES  NO

If yes, under what name?						What REGISTRATION NUMBER (If Known)?					
<b>5</b>											

Are you receiving or are you about to begin receiving a RETIREMENT BENEFIT from any retirement system on THE BASIS OF EMPLOYMENT with New York State or any public entity in the State?  YES  NO

If yes, what is the name of the System?						What REGISTRATION NUMBER or RETIREMENT NUMBER (If Known)?					
<b>6</b>											

List below all previous periods of employment with New York State or any New York State public entity (County, City, Town, Village, School District, Public Authority, or Special District). Include any military service. Attach additional sheets if required.

7 Name of Employer	Name of Dept. or Agency	Title of Position	From			To			Indicate If Permanent or Temporary, and Full or Part Time
			Mo.	Day	Year	Mo.	Day	Year	

**To be completed by present employer:**

<b>Employer Name</b> (Indicate State, or, if not, name of public entity by which employed and Department, Division, or Institution)											
<b>8</b>											

<b>Employer's Address</b> Street City County				State	Zip Code + 4				<b>Employer Telephone Number</b>			
<b>9</b>												

<b>Payroll Title</b>						<b>Indicate Length of Work Year</b>			<b>Employer Fax Number</b>		
						<input type="checkbox"/> 10 Months <input type="checkbox"/> 12 Months <input type="checkbox"/> Seasonal			( )		

**Check if Either Applies**  Appointed Official  Elected Official \*If accountant, auditor, physician, attorney, engineer or architect please submit documentation as indicated at [www.osc.state.ny.us/retire/employers/employee-contractor\\_guidelines/certification\\_form.pdf](http://www.osc.state.ny.us/retire/employers/employee-contractor_guidelines/certification_form.pdf)

<b>Enter the Date or Dates Relating to Employee's Present Position</b>											
<b>11 Part-Time Employment</b>						<b>Full-Time Employment</b>					
Date of First Appointment			Date of Permanent Appointment			Date of Temporary or Provisional Appointment			Date of Permanent or Probationary Appointment		
Month	Day	Year	Month	Day	Year	Month	Day	Year	Month	Day	Year

<b>Frequency of Payment</b>											
<input type="checkbox"/> Annually <input type="checkbox"/> Semi-Annually <input type="checkbox"/> Quarterly <input type="checkbox"/> Monthly <input type="checkbox"/> Semi-Monthly <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Weekly <input type="checkbox"/> Other <input type="checkbox"/> If Other Specify _____											

<b>Basis of Compensation and Rate</b>											
Annual \$ _____			Daily \$ _____			Hourly \$ _____			Maintenance Allowance (if any)		
<b>13</b> Units of Work Performed \$ _____ per _____ (Example: \$50 per meeting or \$10 per examination, etc.)											

\*NOTE: In accordance with the Federal Privacy Act of 1974, you are hereby advised that disclosure of your Social Security account number is mandatory pursuant to Sections 11 and 34 of the Retirement and Social Security Law. Your number will be used in identifying your retirement records and in the administration of the Retirement System.

NOTE: In accordance with the Personal Privacy Protection Law you are hereby advised that pursuant to the Retirement and Social Security Law, the Retirement System is required to maintain records. The records are necessary to determine eligibility for and to calculate benefits. Failure to provide information may result in the failure to pay benefits. The System may provide certain information to participating employers. The official responsible for maintaining these records is the Director of Member Services, New York State and Local Retirement System, Albany, NY 12244-0145; telephone number (518) 474-3524.

To Be Completed by Employer

**Important:** If you find this form is not suited for the type of Designation you prefer, please advise the Retirement System. In the meantime, for your protection and the protection of your beneficiary(ies), you should make an interim designation using this form. Beneficiaries' complete name, address,

date of birth and relationship must be provided. Do *not* designate yourself. If additional space is needed you may enter two names on a line. **This is a legal document and, therefore, this form must not be altered.**

**14 To the Comptroller of the State of New York. Designation of Primary Beneficiary(ies)**

I hereby name the following as beneficiary(ies) to receive any death benefit payable on my behalf. I realize that, if a death benefit is payable for which the beneficiaries are mandated by law, this designation will be superseded. If I have named more than one beneficiary, it is my

intention that those living at the time of my death should share equally any benefit payable. I reserve the right to change the designation at any time.

Name <input type="checkbox"/> Male <input type="checkbox"/> Female	Name <input type="checkbox"/> Male <input type="checkbox"/> Female
Birth Date Relationship (Check one) <input type="checkbox"/> Spouse <input type="checkbox"/> Parent <input type="checkbox"/> Child <input type="checkbox"/> Other	Birth Date Relationship (Check one) <input type="checkbox"/> Spouse <input type="checkbox"/> Parent <input type="checkbox"/> Child <input type="checkbox"/> Other
Address	Address
Name <input type="checkbox"/> Male <input type="checkbox"/> Female	Name <input type="checkbox"/> Male <input type="checkbox"/> Female
Birth Date Relationship (Check one) <input type="checkbox"/> Spouse <input type="checkbox"/> Parent <input type="checkbox"/> Child <input type="checkbox"/> Other	Birth Date Relationship (Check one) <input type="checkbox"/> Spouse <input type="checkbox"/> Parent <input type="checkbox"/> Child <input type="checkbox"/> Other
Address	Address

**15 Designation of Contingent Beneficiary(ies)**

If all the above named beneficiaries die before I do, any benefits payable on my behalf shall be paid to the following. I realize that, if a death benefit is payable for which the beneficiaries are mandated by law, this designation will be superseded. If I have named more

than one beneficiary, it is my intention that those living at the time of my death should share equally any benefit payable. Furthermore, if I should out-live all these beneficiaries, any benefit payable should be paid to my estate or any other beneficiary I name hereafter. I reserve the right to change the designation at any time.

Name <input type="checkbox"/> Male <input type="checkbox"/> Female	Name <input type="checkbox"/> Male <input type="checkbox"/> Female
Birth Date Relationship (Check one) <input type="checkbox"/> Spouse <input type="checkbox"/> Parent <input type="checkbox"/> Child <input type="checkbox"/> Other	Birth Date Relationship (Check one) <input type="checkbox"/> Spouse <input type="checkbox"/> Parent <input type="checkbox"/> Child <input type="checkbox"/> Other
Address	Address
Name <input type="checkbox"/> Male <input type="checkbox"/> Female	Name <input type="checkbox"/> Male <input type="checkbox"/> Female
Birth Date Relationship (Check one) <input type="checkbox"/> Spouse <input type="checkbox"/> Parent <input type="checkbox"/> Child <input type="checkbox"/> Other	Birth Date Relationship (Check one) <input type="checkbox"/> Spouse <input type="checkbox"/> Parent <input type="checkbox"/> Child <input type="checkbox"/> Other
Address	Address

**16 If you were previously a member of any public retirement system in New York State you may be eligible for tier reinstatement. To apply for tier reinstatement, please complete Section 16. (For previous Tier 1 or 2 Memberships only)**

**FORMER MEMBERSHIP INFORMATION:**

PLEASE CHECK THE APPROPRIATE FIRST FORMER RETIREMENT SYSTEM YOU WERE A MEMBER OF:

<input type="checkbox"/> New York State Teachers' Retirement System	<input type="checkbox"/> New York City Board of Education Retirement System
<input type="checkbox"/> New York State and Local Employees' Retirement System	<input type="checkbox"/> New York City Teachers' Retirement System
<input type="checkbox"/> New York State and Local Police and Fire Retirement System	<input type="checkbox"/> New York City Police Pension Fund
<input type="checkbox"/> New York City Employees' Retirement System	<input type="checkbox"/> New York City Fire Pension Fund

PLEASE COMPLETE THE FOLLOWING (if known):

**Former Registration Number:** \_\_\_\_\_ **Date of Membership:** \_\_\_\_\_

**Former Name (if applicable):** \_\_\_\_\_

Have you received credit for this former membership in any other retirement system? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, what Retirement System? \_\_\_\_\_

Are you receiving or eligible to receive a retirement benefit based on this service? Yes \_\_\_\_\_ No \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**17 IMPORTANT: You must sign and enter date below to affirm Retirement System membership, and beneficiary designation.**

I have made my Designation of Beneficiary as shown above and acknowledge that my membership in the New York State and Local Employees' Retirement System is governed by the provisions of Article 15 of the Retirement and Social Security Law and that I am entitled to all the benefits thereof. I understand that, as required by law, a deduction will be made from my salary or compensation for retirement contributions.

**ACKNOWLEDGEMENT TO BE COMPLETED BY A NOTARY PUBLIC**

State of \_\_\_\_\_ County of \_\_\_\_\_

On the \_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_ before me, the undersigned, personally appeared \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
NOTARY PUBLIC (Please sign and affix stamp)

Notary Stamp

FOR OFFICE USE ONLY	Reviewed	Examined
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