

# FAX REGISTRATION

## FAX NEW MEMBER REGISTRATIONS AND GET SAME-DAY SERVICE

### Why use fax registration?

It's easy to use and will save you time. When you register your new employees by mail, you may not have their registration numbers in time to include them in this month's report. If you can't report them, you must keep track of their days worked, salary earned, and contributions withheld.

Then, when they are registered, you have to complete those dreaded Adjustment Reports!

To avoid all that hassle, use our fax registration service to register new members. The service is available 24 hours a day, Monday through Friday. When you register by fax, membership information, including the registration number, will be faxed back to you, usually within one business day.

*Register by fax at 518-486-4382.*

### Here's how:

1. Your employee completes the Membership Registration Application:

- RS5420 for Employees' Retirement System (ERS); or
- PF5022 for Police and Fire Retirement System (PFRS).

Please have your employee complete the form in black ink, and ensure that the application is legible.

2. Fax the *first two* pages of the ERS application or *both* pages of the PFRS application with a cover sheet containing the *date*, the *employer name*, the *sender's name* and *phone number*, and the *fax phone number*. You need only one cover sheet no matter how many applications you're faxing at the time.

**AND**

3. Mail us the completed, original membership application. **Until the membership application is received, we cannot complete the registration process.** Our address is:

NYSLRS  
110 State Street  
Albany, NY 12244-0001

Our dedicated fax line is open 24 hours a day and, if you have a programmable fax, you can transmit the information anytime — even when you're not at work! **If you have any questions or if you fax us and don't get a response within one business day, call us at 518-474-3081.**

*Our fax line is open, so use it today!*