



Chief School Administrators  
College and University Presidents  
School Principals

## **Administrative Bulletin**

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### **Records Certification Form Introduced**

A primary responsibility of the administrative office for a NYSTRS participating employer is to fairly and accurately report to the System a variety of information about their employees who are also NYSTRS members. This primarily includes salary and service credit information, as well as any supporting documentation needed for calculating benefits, auditing and other related tasks.

In an effort to further formalize this procedure, the Retirement System will now require administrators to complete a *Certification of Employment Records (TER-1)* form when NYSTRS requests documentation from employers about a particular member. Documentation requested may include, but is not limited to, board minutes, contracts, letters and memoranda of understanding.

Included with this mailing is a sample copy of the *Certification of Employment Records* form. Additional copies may be requested by calling our hotline at (800) 782-0289.

Questions about this new form and procedure may be addressed to the System's Terminating Employees Unit at (800) 348-7298, Ext. 2813.

Enclosure