



To: Chief School Administrators  
College and University Presidents  
District Contacts  
Employer Secure Area Contacts  
School Principals

## **Administrative Bulletin**

*Issue No. 2017-10*

*September 2017*

### **Help Prepare Your Employees for Retirement; Promote NYSTRS Consultations, PREP Seminars**

Among the many retirement planning tools offered by NYSTRS are personal benefit consultations and group seminars focused on retirement planning. Please encourage your employees to visit NYSTRS.org to review the [2017-18 Benefits Consultation](#) and [fall 2017 Pension & Retirement Education Program](#) (PREP) schedules, and to book their appointments today. The schedules are accessible through the [Retirement Planning](#) page.

Chief school administrators, college and university presidents and school principals will soon receive by U.S. mail a limited number of promotional posters for display. Additional posters may be requested by calling (800) 348-7298, Ext. 6100.

Thank you for helping ensure your employees are properly prepared for retirement.

*Administrative Bulletins dating from 2005 to the present are available on our website at [NYSTRS.org](#). Select Employers and visit the Administrative Bulletins page.*



## Pension & Retirement Education Program (PREP)

No matter how far along you are in your career, careful financial and retirement planning are critical. A NYSTRS PREP seminar can help members of all ages. Tailor the program to fit your needs! Stay the full day or just attend the modules that help you most: NYSTRS benefits; financial planning; Social Security; estate planning; retirement—a new beginning; filing for retirement; and, retirement income. Seminars run 8:30 a.m. to 3:30 p.m.; check in begins at 8 a.m., and you can see the full day’s schedule on our website’s Retirement Planning>Pension & Retirement Education Program page. It’s free and your spouse/companion can attend too, but you must make a reservation in advance.

### Fall 2017 Schedule of PREP Seminars

Make reservations at **NYSTRS.org** using your MyNYSTRS account (see the “My Tools” tab) or by calling (800) 348-7298, Ext. 6180, weekdays from 8:30 a.m. to 4:15 p.m.

<b>ALBANY</b> <b>November 15 (Wednesday)</b> <b>December 7 (Thursday)</b> NYSTRS Headquarters 10 Corporate Woods Drive Albany, NY 12211	<b>FISHKILL</b> <b>November 16 (Thursday)</b> Ramada - Fishkill 542 Route 9 Fishkill, NY 12524	<b>MOUNT KISCO</b> <b>November 17 (Friday)</b> Holiday Inn Mount Kisco 1 Holiday Inn Drive Mount Kisco, NY 10549	<b>SYRACUSE</b> <b>November 10 (Friday)</b> Holiday Inn Syracuse-Liverpool 441 Electronics Parkway Liverpool, NY 13088
<b>BINGHAMTON</b> <b>November 30 (Thursday)</b> DoubleTree by Hilton - Binghamton 225 Water Street Binghamton, NY 13901	<b>L.I.–HAUPPAUGE</b> <b>November 3 (Friday)</b> <b>December 2 (Saturday)</b> Radisson Hotel Hauppauge - Long Island 110 Vanderbilt Motor Parkway Hauppauge, NY 11788	<b>NEWARK</b> <b>December 8 (Friday)</b> The Conference Center at Wayne-Finger Lakes BOCES 131 Drumlin Court Newark, NY 14513	<h2>Start Your PREP Today!</h2>
<b>BUFFALO</b> <b>November 8 (Wednesday)</b> <b>December 9 (Saturday)</b> Holiday Inn Buffalo - Intl Airport 4600 Genesee Street Cheektowaga, NY 14225	<b>L.I.–PLAINVIEW</b> <b>November 4 (Saturday)</b> <b>December 1 (Friday)</b> Residence Inn 9 Gerhard Road Plainview, NY 11803	<b>ROCHESTER</b> <b>November 9 (Thursday)</b> <b>December 7 (Thursday)</b> Ramada Plaza Rochester Airport 911 Brooks Avenue Rochester, NY 14624	<h2>Seminars Fill Up, So Book EARLY</h2>

**RESERVATIONS:** We begin taking reservations for our three PREP schedules during the year in mid-September (fall), mid-December (winter-spring), and mid-May (summer). Seminars often fill up, so book early. When calling, you must provide your EmplID or Social Security number, email address and home phone number (and the same information for your spouse/companion if (s)he is a member and will attend too). Please bring your latest *Benefit Profile* with you to the seminar. If you make a reservation but cannot attend, please call the number above to cancel (or cancel using your MyNYSTRS account) so we can offer this reservation to another member.

*(Note: Seminars are not designed for one-on-one retirement counseling, but you are able to schedule a benefits consultation year-round online or by calling NYSTRS.)*