

**New York State Teachers' Retirement System**

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

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Important Updates for Employer Payment of Monthly Loan Bills

This bulletin is to communicate two important updates for employers who submit monthly payments to NYSTRS for loan deductions withheld from members' payroll.

Updated Mailing Address for Loan Payments

We are changing the address to mail your monthly loan payments only. Please note the P.O. Box listed below for the payment of member loan deductions. All other payments and/or correspondence should still be sent to NYSTRS at 10 Corporate Woods Dr., Albany, NY 12211-2395. Effective immediately, please use the following address when submitting checks for members' monthly loan deductions:

New York State Teachers' Retirement System
P.O. Box 5522
Binghamton, NY 13902-5522

This address is for a lock box, and payments will be processed directly by NYSTRS' financial institution. The loan statement generated after you reconcile your monthly loan bill will reflect the updated address for ease of mailing.

Coming Soon – Automated Clearing House (ACH) Payment Capability

In early 2023, NYSTRS will be adding the ability for employers to submit payment for monthly loan bills (member loan deductions) via ACH. Once the employer has reconciled the monthly loan bill in the Employer Secure Area (ESA), there will be two payment options available: (a) proceed to the payment site to submit payment electronically, or (b) print the cover page and mail a check for payment to NYSTRS at the P.O. Box listed above. Detailed instructions for ACH payment will be available in [Section 6](#) of the Employer Manual on NYSTRS.org when the feature goes live.

PLEASE NOTE: If employers plan to make loan payments via ACH and there is an ACH debit block or filter in place for the account being used for payment, NYSTRS' ACH ID (0000408976) must be added as an exception to the debit block/filter, or the bank may reject the payment. Adding this exception does not allow NYSTRS to access the employer's bank account but will allow the employer to push the loan payment to NYSTRS when the ACH payment is submitted. For questions about this requirement, please contact NYSTRS' Finance Office at (800) 348-7298, Ext. 2927.

If you have any questions regarding employer loan billing, please contact NYSTRS' Loan Unit at (800) 348-7298, Ext. 6080.

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