



REPORTING TIPS

From the

NEW YORK STATE
TEACHERS' RETIREMENT SYSTEM

December 2013

Loan Bills

We provide you with the following reminders to help you process your district's loan bill:

- Please return *all* pages of the billing invoice when sending payment to NYSTRS.
- To make changes to the bill, you must complete the "Amount Remitted" and "Reason for Changes" columns. You cannot make negative deductions for a member who does not appear on the Payroll Deduction Notice. The district loan check should match the invoice amount, including any changes made.
- If you will not be remitting a payment for a member who appears on your bill, please indicate the reason why; for example, the member is no longer employed by the district or is on a leave of absence.
- If a member is on a leave of absence, please provide the absence begin and end date, if known.
- If you notice a member's name is different than what is contained on the bill, please change the name on the bill. Members must submit a [Member Name/Address Change](#) (GRE-50) form to NYSTRS to update our records.
- Please only note a member as retired if he or she has submitted a retirement application to NYSTRS. Visit the Membership Verification page in the ESA to determine if a member has submitted a retirement application to the System. The status of "Resigned" should be used if the member no longer works for your district and has not retired from NYSTRS.
- If only payrolls can be provided, the list should be in alphabetical order (including EmplIDs) and should reflect the **total monthly deduction**. If more than one payroll must be totaled to determine the monthly deduction, the district must provide the monthly payment by member. Bi-weekly payrolls must be converted into monthly figures. The System should only receive one payroll per month.

Members can make additional loan payments at any time without penalty. However, this may result in an overpayment on the loan. If you receive notice from the System that a member's loan has been paid in full, please refund directly any money not already forwarded to us. If an overpayment is made through the Payroll Deduction Notice, the System will refund the member.

These [Tips](#) are available on the [Employers](#) page at [NYSTRS.org](#).