



# Reporting Tips

*Courtesy of the New York State Teachers' Retirement System*



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**April 2018**

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## **Filing for Disability Protection**

If a NYSTRS member is diagnosed with a serious illness, they should immediately call NYSTRS at (800) 348-7298, Ext. 6010 to discuss filing for disability retirement. Doing so can provide an important safety net for the member and any beneficiaries. Refer the member to our video "[Filing for Disability Protection: What You Need to Know](#)" and our pamphlet, [If You Are No Longer Able to Work](#), both of which are available at [NYSTRS.org](#) (see the Benefits > Disability Retirement page).

The timing of filing for this protection is critical, so the member should not delay in contacting NYSTRS. We encourage you to be proactive by contacting us about members with a serious illness so we can reach out to them directly with the information they need. Thank you.

## **Prior Service Verification Form**

NYSTRS members often seek credit for NYS public employment rendered prior to their date of membership in this retirement system. When they do, former employers are required to complete a [Verification of NYS Teaching](#) (PRS-3) form. Part 2 of the form requires salary, service and pay information, as well as other material regarding the employment. This information is critical for NYSTRS to calculate proper service credit so please ensure the form is completely and accurately completed.

If you have questions about the form, please call (800) 348-7298, Ext. 6030. For more information, see [Section 12](#) of our [Employer Manual](#), located within the [Employer Secure Area](#) (ESA) at NYSTRS.org. Please note there is **no cost to the employer** when a member obtains prior service credit.

## **Contact Us**

When calling NYSTRS, you can skip the recorded messages by entering extension 6220 (or #6 at the main menu) to reach our Employer Reporting/Terminating Employees unit. If you're calling regarding a loan issue, please enter extension 6080 to reach our Loan unit.

## **ESA Helpful Hints**

Did you know that within the Employer Secure Area you can sort by column header? This includes report pages such as the Member Service Credit or the Article 19 lists. To sort the list, click on the column header and it will sort it in ascending order. If you would like the list sorted in descending order, click the column header a second time.