



# Reporting Tips

Courtesy of the New York State Teachers' Retirement System



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## August 2018

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### Year-End Billing

Your 2017-18 estimated bill can now be accessed by selecting Billing in the [Employer Secure Area](#) (ESA). All detail can be downloaded as a spreadsheet or PDF for your convenience. The final bill will be available in ESA in mid-October.

Questions regarding your estimated or final bill should be directed to our Employer Reporting unit at (800) 348-7298, Ext. 6220.

### Part-Time Employees Can Join NYSTRS

While membership in this retirement system is optional for part-time employees reportable to NYSTRS, it generally is in their best interest to join. In addition to building credit that could earn them a future retirement benefit, they will qualify for disability and death benefits once applicable milestones are met.

By law, employers are required to inform, in writing, those who qualify for optional membership in NYSTRS of their right to join. For more information, watch our video "[Mandatory or Optional Membership: A Handy Guide](#)" on the [Employer Tutorials](#) page of [NYSTRS.org](#) or call Membership at (800) 348-7298, Ext. 6190.

### Reporting a Member or Retiree Death

Employers should advise NYSTRS when an active member or retiree dies. The information you provide will help facilitate a timely payment of any death benefit which may be due the individual's beneficiary or estate.

The [Notification of Death of Member or Retiree](#) (RET-62) form enables employers to report this information to NYSTRS. You may download and print the form by clicking the link above or by calling us at (800) 348-7298, Ext. 6220 and requesting the form be mailed to you.

#### To Report an Active Member Death:

**Phone:** (800) 348-7298, Ext. 6110

**Fax:** (518) 431-8797

#### To Report a Retired Member Death:

**Phone:** (800) 348-7298, Ext. 6140

**Fax:** (518) 431-8788

*These [Reporting Tips](#) are available on the [Employers](#) page at [NYSTRS.org](#).  
Contact us at (800) 348-7298, Ext. 6220 or [employer@nystrs.org](mailto:employer@nystrs.org) with any questions about the Tips.*