



Reporting Tips

Courtesy of the New York State Teachers' Retirement System



October 2018

Validate ESA Users

It is important to keep your list of authorized ESA users updated at all times. This includes removing any users who are no longer employed by you or who no longer need access. NYSTRS requires an annual validation of authorized users to ensure the personal information contained in ESA remains secure.

In November, the chief school administrator is required to validate your security administrator, and either the chief school administrator or security administrator must validate all other authorized users. Simply log into the [Employer Secure Area](#) and select validate, delete or modify user information for each user listed.

Loan Billing Adjustments and Payments

Before sending NYSTRS your monthly loan payments, please make sure to reconcile your loan bills in the Employer Secure Area. The payment submitted to NYSTRS must match the remitted amount reconciled for the month.

Please note:

- If no payment is being collected from a member for a particular month, enter "0" in the amount remitted column and select a reason from the drop-down box. This will deduct that payment from your current bill and let us know the reason for the change, such as the member is on leave or has left the district.
- If a member or district is entitled to a refund of an overpayment, do NOT subtract the payment from your total bill. You must send in a check that equals the total of payments for each member indicated on your itemized bill. NYSTRS will issue any refunds owed to the member or district.
- Once you have reconciled your loan bill, please print out the loan billing cover sheet and include it with your payment. Your payments must be sent by U.S. mail to THIS address:

NYSTRS
P.O. Box 11711
Albany, NY 12211-0711

Please do NOT use any other address for these payments.

Questions regarding loans should be directed to the Loan Billing Department at (800) 348-7298, Ext. 6080.

Service Retirement Estimate Requests

Please discard any old copies of the *Service Retirement Estimate Request* (EST-35.1) form you may have. The fax number listed on the form has changed. The [revised form](#) can be found under Forms > Benefit Estimate Request at NYSTRS.org.

Please direct members requesting a retirement estimate to the Benefit Estimate Request page of the NYSTRS website. Members can mail completed EST-35.1 forms to NYSTRS at 10 Corporate Woods Drive, Albany NY 12211-2395 or fax them to (518) 431-8795.

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