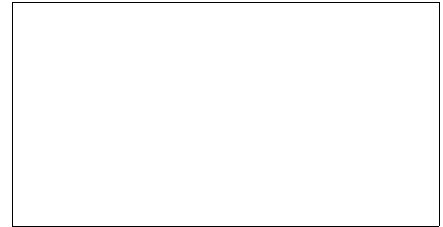




Mail completed form to:  
30-30 47th Avenue, 10th Fl  
Long Island City, NY 11101



**Request for Change to Recent Loan Application  
Tier 3, Tier 4 and Tier 6 Basic and Special Plan Members**

This form is ONLY for Tier 3, Tier 4 and Tier 6 Basic and Special Plan members who have submitted a Loan Application and the Voucher Date has not passed. CALL OR VISIT NYCERS TO CHECK THE STATUS OF YOUR LOAN BEFORE SUBMITTING THIS FORM. If your loan has already been vouchered and the loan check has been issued, you cannot make any change to the loan and it will count as your loan for the year. If you have already received your loan, you may use Form #309 to change the repayment schedule only. **NOTE: If the address you provide on this form is different from your address in our system, the new address will become your official address in our records.**

Member Number	Last 4 Digits of SSN	Daytime Phone Number (    )	Work Phone Number (    )
First Name		M.I.	Last Name
Address			Apt. Number
City		State	Zip Code

**CHANGE LOAN AMOUNT\***  
I would like to borrow [check only one]:

The maximum available    OR

This amount \$

**CHANGE REPAYMENT SCHEDULE\***  
I would like to repay the loan as follows [check only one]:

The minimum possible    OR

This amount per pay period \$     OR

# of payments

\*If the new amount/repayment schedule results in a taxable loan, you will be required to sign a Tax Authorization letter.

**CANCEL MY LOAN**

**ADD or CHANGE EFT (Electronic Fund Transfer)**  
Please provide EFT information on page 2 of this form.

**CANCEL EFT and send my check by mail to the current address NYCERS has on file.**

<b>Signature of Member</b>	<b>Date</b>

**This form must be acknowledged before a Notary Public or Commissioner of Deeds**

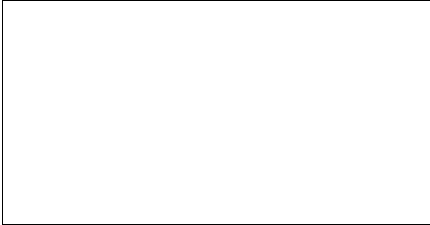
State of \_\_\_\_\_ County of \_\_\_\_\_ On this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, personally appeared  
before me the above named, \_\_\_\_\_, to me known, and known to  
me to be the individual described in and who executed the foregoing instrument, and he or she acknowledged to me that he or she  
executed the same, and that the statements contained therein are true.

Signature of Notary Public or  
Commissioner of Deeds \_\_\_\_\_  
Official Title \_\_\_\_\_  
Expiration Date of Commission \_\_\_\_\_

If you have an official seal, affix it



Mail completed form to:  
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Long Island City, NY 11101



Member Number	Last 4 Digits of SSN
<input type="text"/>	<input type="text"/>

**ADD OR CHANGE EFT**

Complete this section if you wish to have your loan check deposited directly into your account by Electronic Fund Transfer (EFT) or to change the EFT information already on file. Make sure you checked the box labeled ADD or CHANGE EFT on page 1 of this application.

1. Attach one of your preprinted personal checks (name must appear on check) or preprinted savings deposit slips to this page. If your bank no longer provides personal checks or preprinted savings deposit slips, attach a copy of the top portion of your Checking or Savings Account Bank Statement.
2. If submitting a preprinted check or deposit slip, write VOID (in large letters) across the face, as indicated in the sample.
3. Do NOT sign the check that you are attaching to this page.
4. Write in your **Bank Name, Account Number, and Bank Routing Code** and select which account you want your funds directly deposited into under "Banking Information."

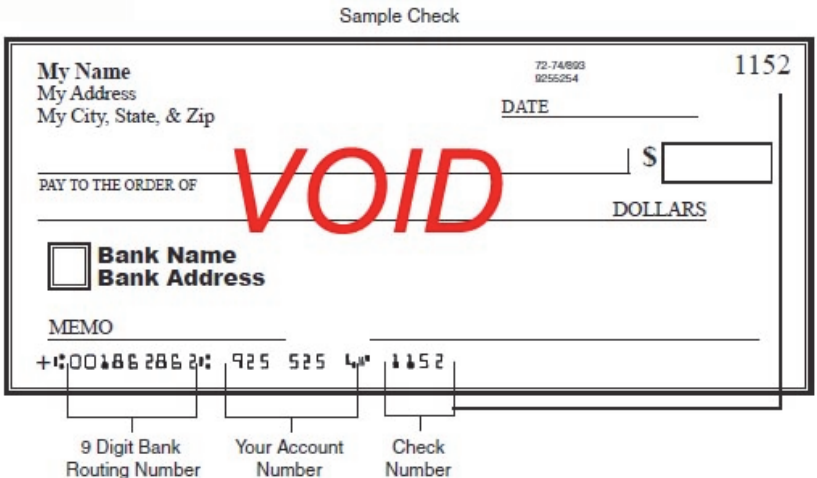
**BANKING INFORMATION**

Deposit to my  Checking  Savings

Bank Name \_\_\_\_\_

Account # \_\_\_\_\_

Bank Routing Number \_\_\_\_\_



**NOTE:**  
If no voided check is available, you may provide verification on your bank's letterhead confirming your full name, account number, and ABA routing number. This form must be stamped and signed by a bank official.

If the name in NYCERS' system is different from the name on your check (for example, because you recently filed a name change request), NYCERS cannot process your EFT and you will receive a paper loan check.

NYCERS cannot accept starter checks with handwritten names or preprinted checks with only a first initial and last name for the account holder. The check must display a full first and last name.

