



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



Affidavit Concerning Lost Check(s)

This form is for members and pensioners who wish to report the loss of a check(s). In order to report such a loss, you must fill out this form and return it to NYCERS. Please be sure to read the instructions below and complete the requested information. **NOTE: If the address you provide on this form is different from your address in NYCERS' system, the new address will become your official address in NYCERS' records.** If you have any questions regarding this form, please contact NYCERS' Call Center at 347-643-3000.

Member Number	OR	Pension Number	Last 4 Digits of SSN	Home Phone Number	Work Phone Number
<input type="text"/>		<input type="text"/>	<input type="text"/>	(<input type="text"/>) <input type="text"/>	(<input type="text"/>) <input type="text"/>
First Name		M.I.	Last Name		
<input type="text"/>		<input type="text"/>	<input type="text"/>		
Address					Apt. Number
<input type="text"/>					<input type="text"/>
City			State	Zip Code	
<input type="text"/>			<input type="text"/>	<input type="text"/>	

TYPE OF CHECK(S) LOST (please check all applicable boxes from Section A and/or Section B):

Section A Tier 1 or Tier 2 Loan Monthly Pension Payment Fractional Benefit

A replacement (paper check) will be sent to the mailing address on file if you checked a box in Section A. If you would like your Monthly Pension Payment direct-deposited in the future, you must complete and submit Form 380, available at www.nycers.org.

Section B Tier 3, Tier 4 or Tier 6 Loan Lump-Sum Survivor Benefit (Death in Service)
 Refund (all tiers) Lump-Sum Survivor Benefit

If you checked a box in Section B, your replacement check(s) can be direct-deposited into your bank account. Please see pages 3 and 4 for instructions. **NOTE: Lost rollover checks CAN ONLY BE REPLACED BY A PAPER CHECK, not by direct deposit.**

STATEMENT (please list all the checks that are missing):

I have been informed by NYCERS that the type of check(s) designated above was issued to me in the amount of:

		[MM/DD/YYYY]		Type of Check per descriptions above
\$	<input type="text"/>	and dated	<input type="text"/>	<input type="text"/>
\$	<input type="text"/>	and dated	<input type="text"/>	<input type="text"/>
\$	<input type="text"/>	and dated	<input type="text"/>	<input type="text"/>
\$	<input type="text"/>	and dated	<input type="text"/>	<input type="text"/>
\$	<input type="text"/>	and dated	<input type="text"/>	<input type="text"/>
\$	<input type="text"/>	and dated	<input type="text"/>	<input type="text"/>
\$	<input type="text"/>	and dated	<input type="text"/>	<input type="text"/>

Sign this form and have it notarized, Page 2



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Member Number	Pension Number	Last 4 Digits of SSN

I hereby inform NYCERS that I have not received the check(s) listed on page 1. I further state that I do not know where the check(s) may be at the present time, and that I am filing this form to have a replacement check(s) issued to me in the same amount as the original check(s) issued by NYCERS.

If other circumstances exist, please state briefly (Example: Check was received but stolen or lost after receipt):

In the event that the original missing check(s) comes into my possession at any time, I promise to return it immediately to NYCERS at the above address. If at any time it is found that the original check(s) has been cashed by me, I hereby authorize NYCERS to deduct the amount of the check(s) from any future payments.

The address below is a new address to which I want the replacement check(s) and all future checks mailed.

In Care of (if Applicable)

Address	Apt. Number

City	State	Zip Code

Signature of Member	Date

Pursuant to The Penal Code of the State of New York, offering a document containing false statements or false information constitutes a felony punishable by a maximum of 4 years imprisonment. All documents suspected of containing false statements will be referred to The New York City Department of Investigation for investigation.

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.

If you have an official seal, affix it

Signature of Notary Public or Commissioner of Deeds _____

Official Title _____

Expiration Date of Commission _____



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If your lost check(s) is for a:

- Tier 3, 4 or 6 Loan, or
- Refund (all tiers), or
- Lump-Sum Survivor Benefit (Death in Service), or
- Lump-Sum Pensioner Survivor Benefit

you can receive your replacement check(s) by EFT

Electronic Fund Transfer (EFT) is an Easy, Fast, Trouble-free way to have your payment deposited directly into your checking or savings account.

Why EFT?

- It is EASY: No trips to the bank in bad weather; no waiting in line to deposit the check.
- It is SAFE: No risk of a lost or stolen check.
- It is FAST: No waiting for the check to clear -- the money is available immediately to make it easier for you to meet your obligations, regardless of storms or natural disasters.

How to set up EFT for your replacement check(s):

- Complete the first two pages of this form to report your lost check(s).
- Fill out the form on the back of this page to provide your banking information. Follow the instructions carefully.
- Mail or bring this completed form to NYCERS.

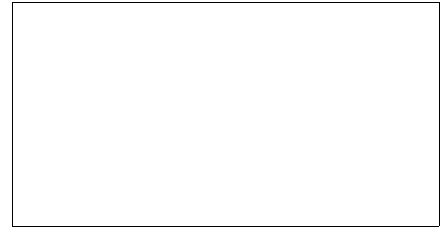
A lost rollover check(s) cannot be replaced by EFT, only by a paper check.

PENSIONERS, PLEASE NOTE: If you are receiving your monthly pension payment by PAPER CHECK, you cannot use this form to request direct deposit. Your replacement payment will be issued as a paper check. If you would like your FUTURE monthly payments to be direct-deposited, you must complete and submit this form (Form 399) to report your lost check AND Form 380 -- Authorization for Electronic Fund Transfer (EFT). Form 380 can be downloaded from our website at www.nycers.org.

EFT....an Extremely Fast Transaction



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

Read and complete the information in this section ONLY if you checked a box on page 1 to indicate that the lost check(s) is for a Tier 3, Tier 4 or Tier 6 Loan, Refund (all tiers), Lump-Sum Survivor Benefit (Death in Service), or Lump-Sum Pensioner Survivor Benefit and you choose to have your replacement check(s) deposited directly into your account by Electronic Fund Transfer (EFT). If you do not complete this section, your replacement check(s) will be mailed to the address on file.

- Make sure you have filled out the first two pages of this form, Affidavit Concerning Lost Check(s).
- Attach one of your preprinted personal checks or preprinted savings deposit slips in the space provided below.
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.
- If submitting a preprinted check or deposit slip write VOID (in large letters) across the face, as indicated in the sample below.
- Do NOT sign the check that you are attaching to this page.
- Write in your **Bank Name, Account Number, the Bank Routing Number** and select which account you want your funds directly deposited into under "Banking Information."
- Mail or bring this completed form, including complete Affidavit Concerning Lost Check(s) to NYCERS.

NOTE: Lost rollover checks can only be replaced by a paper check, not by direct deposit.

Sample Check

Labels below check: 9 Digit Bank Routing Number, Your Account Number, Check Number

BANKING INFORMATION

Deposit to my Checking Savings

Bank Name _____

Account # _____

Bank Routing Number _____

Sample Deposit Slip

Labels below deposit slip: 9 Digit Bank Routing Number, Your Account Number

Note: Your bank may use different routing numbers for deposits. If your deposit slip has this notation, use this routing number for your direct deposit.