



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



NYCERS USE ONLY

F511

Application for Service Retirement - Tier 1

This application is for all Tier 1 members who wish to apply for retirement. A properly completed application for service retirement must be filed with the New York City Employees' Retirement System (NYCERS), not less than 30, nor more than 90 days prior to your effective date of retirement. Please read the Instructions on page 2 before submitting this application. **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, contact NYCERS' Call Center at 347-643-3000.

No advance (partial) pension payment will be sent to you until NYCERS has a copy of your birth certificate on file.

Member Number	Last 4 Digits of SSN	Date of Birth [MM/DD/YYYY]	Home Phone Number	Work Phone Number
		/ /	()	()
First Name		M.I.	Last Name	
Address				Apt. Number
City			State	Zip Code
Agency		Title		

I, the undersigned, hereby make application for retirement from City service to take effect on [MM/DD/YY] / / , with my retirement allowance to begin on the effective date of my retirement, or on the initial date of payability, whichever is later. When you calculate my estimated retirement benefit, please use the following person:

Name

who is my Relationship , and whose birth date is [MM/DD/YY] / / , to estimate my Joint-and-Survivor Options.

(Note: This form is not a designation of beneficiary. See Instructions on page 2 for additional details).

Federal Tax Withholding – For complete instructions, refer to www.irs.gov/forms-pubs/about-form-w-4-p. If you do not complete this election, your tax deduction will be defaulted to “Single” with all other fields set to 0 (zero).

If you do not want to withhold Federal income tax from your pension, skip fields 1 - 8 and place a check in field 9 below.

1. Single or Married, filing separately Married, filing jointly or Qualifying widow(er) Head of household
2. Taxable income from a job or multiple sources of periodic payments (include spouse's taxable income if filing jointly):
\$ _____ (If you (or your spouse) have a job, **do not** complete Steps 3-7 on this form.)
3. Number of qualifying children **under** age 17: _____ × \$2,000 = \$ _____
4. Number of other dependents: _____ × \$500 = \$ _____
5. Other credits: _____ \$ _____

Add lines 3 - 5. **Total Credits** = \$ _____

(Fields 6-8 are OPTIONAL.)

6. Other income: \$ _____ 7. Other deductions: \$ _____ 8. Extra withholding: \$ _____

9. Do not withhold Federal income tax from my pension.





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Member Number Last 4 Digits of SSN

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Signature of Member

Date

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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 they acknowledged to me that they 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 _____

INSTRUCTIONS FOR COMPLETING THIS FORM

Please read the following information carefully before completing this application

Before filing this application with NYCERS, you must check with your agency to determine if you are entitled to payment of any terminal leave or accumulated annual leave. If it is determined that you are entitled to be paid on the payroll for any leave time you are due, the agency will advise you what your last day of pay will be. **The effective date of retirement requested on this application should be the day after the last day you are paid by your agency.**

A properly completed application for service retirement must be filed with NYCERS, not less than 30, nor more than 90 days prior to your effective date of retirement.

You must be in City service on the date this application is filed with NYCERS, and you must remain in City service up to the effective date of your retirement. (A member carried on an agency payroll on a leave of absence without pay is considered in City service for retirement purposes.)

This application for service retirement may be withdrawn by you, any time prior to the effective date of your retirement, by filing a written request with NYCERS.

This application is a self-effectuating document. If a valid application, it becomes effective on the date requested by you, even if you continue in City service after your effective date of retirement.

You should check with NYCERS before accepting any employment in the public sector after your effective retirement date. You may be employed after retirement in New York City or New York State public service if you secure approval for such employment under §211 or §212 of the Retirement and Social Security Law. You may be employed by the Federal government or in private industry without affecting your retirement benefits from NYCERS.

- If you need assistance completing this form please contact NYCERS at 347-643-3000.
- Complete this form in ink or type. Except for signature, please print all items.
- At the top of the form, print your Membership #, Social Security #, Date of Birth, name and complete address.
- When you receive your Retirement Options letter from NYCERS, you will be given the choice of electing to receive the Maximum Retirement Allowance or providing for payment of a benefit to your surviving beneficiary/beneficiaries. With the Maximum Retirement Allowance, all payments cease at the time of your death. If you select an option to provide for payment of a benefit to your beneficiary/beneficiaries, that beneficiary's life expectancy is factored into the calculation that determines an annual Joint-and-Survivor pension. For the purpose of preparing an Estimated Retirement Benefit, NYCERS will use the life expectancy of the person you named on this form. Naming the person on this form DOES NOT constitute an official designation of beneficiary. That must be filed with NYCERS on a separate form.
- Be sure to sign the form, in the space provided for Signature of Member, in the presence of a Notary Public or Commissioner of Deeds.
- Page 2 of this form must be acknowledged before a Notary Public or Commissioner of Deeds.
- Do Not make erasures, use white-out or cross-out any typed or printed information on this form, inasmuch as it renders the form invalid.
- You must return all pages of this form even if you have intentionally left portions blank. You do not have to return the Instructions Page if you received or downloaded it as a stand-alone page.

