



Save
TIME

Save
MONEY

FAX

new member
registrations

and get
same-day
service

Office of the New York State Comptroller
Thomas P. DiNapoli



New York State and
Local Retirement System

Employees' Retirement System

Without fax registration,

You may not have a **registration number** for your new employees so you can't include them in this month's report.

Without the number, you must keep track of their days worked, salary earned, and contributions withheld.

Then, when they are registered, you have to complete those dreaded Adjustment Reports!

To **avoid all that hassle**, just fax us by 3:00 p.m. and we'll fax you back their registration number the **same day**. If we receive the fax after 3:00 p.m., you'll receive the registration number on the next business day. So...

**Register by FAX at
(518) 486-4382**

Here's how:

1. Your employee completes the membership application.
2. You can:
 - Fax the front of the application with a cover sheet containing the *date*, the *employer name*, the *sender's name* and *phone number*, and the *fax phone number*. You need only one cover sheet no matter how many applications you're sending at the time.

OR

- Complete the Fax Registration Form (RS 5494). Use one form for up to two employees. Please print clearly and use black ink. No cover sheet is needed.
3. That day, we will fax you the member's registration number, date of membership, tier and contribution rate. If you don't get a response within one day, call (518) 474-3081 to confirm that we did receive your fax.
 4. Mail us the completed, original membership application. Until the membership application is received, we cannot complete the registration process. Our address is:
NYSLRS
Telephone Registration Unit
110 State St.
Albany, NY 12244-0001

Our dedicated fax line is open 24 hours a day and, if you have a programmable fax, you can transmit the information anytime — even when you're not at work!

If you have any questions, call us at **(518) 474-3081**.

Our fax line is open so use it today!

VO 1836 (rev. 4/03)

©2003, New York State and Local Retirement System