Filing for Retirement

To retire, you must file a *Service Retirement Application* (RET-54) with NYSTRS. We recommend you file online through your MyNYSTRS account. By law, you can file as late as your retirement date, but no more than 90 days before. You cannot file for a date that has already passed. To be on the first available payroll after retiring, and to allow your initial payments to be as accurate as possible, you should file at least 30 days in advance.

For NYSTRS' purposes, the effective date of retirement you enter on your NYSTRS retirement application must be at least one day beyond the last date you earned salary under contract. For example, if you last earn salary under contract on June 30 (even if the last day you actually work is earlier), the earliest effective date of retirement you could elect is July 1. If you are not sure when your contract ends, please contact your district's business office. New state laws impacting NYSTRS members are generally deemed to take effect no later than June 30 of the year the legislation is enacted. Therefore, if your retirement date is on or after July 1, you may still benefit from legislation signed into law later in the calendar year you retire.

If you don't have a MyNYSTRS account, create one now. This will allow you to run benefit projections and file forms electronically, including a service retirement application without needing to get a notarization. If you choose to mail your retirement application instead of filing online, we recommend you send it by certified or registered U.S. mail. If NYSTRS receives a document sent by certified or registered U.S. mail, we deem it filed on the postmark date. Otherwise, it is deemed filed on the date we receive it.

You may withdraw a service retirement application or change your retirement date within 14 days after your retirement date. To do so, send us a secure message through your online MyNYSTRS account, or send a signed letter to NYSTRS by mail at 10 Corporate Woods Drive, Albany, NY 12211, or by fax to (518) 431-8789. If you have a smartphone you may use a fax app to do so.

You may change your option election by filing an *Election of Retirement Benefit* form (RET-54.6) with NYSTRS no later than 30 days after your retirement date. This form must be mailed.

You can obtain NYSTRS forms on our website NYSTRS.org/Forms, or by calling our 24-hour automated Hotline at (800) 782-0289.

For more details on filing for retirement, we encourage you to visit the Retirement Planning page of our website to view the NYSTRS Retirement Checklist, our Ready to Retire page and the Retirement Planning FAQs.

If you have any questions, please write (800) 348-7298.