

THE FIVE STEPS TO RETIRE

NYCERS MEMBERS ROLL



1

Make an appointment with a TWU Local 100 Pension Consultant by calling **The Retirees Association** at 212-873-6000x2077, x2076, x2161 they will give you a step-by-step guide to retirement. Please have your questions written down before the meeting. (Zoom meetings can be an option). [Annual disclosure statement subways division]

2

Before your appointment with the pension consultant either go to NYCERS located at 340 Jay St. Brooklyn Ny 11201, my NYCERS account portal, or send an email to retirementunit@nycr.com. **Name + Pass#**. Then fill out the auto-reply when received.

3

Surface Members, Dept of Buses Call B.S.C at **646-376-0123** to request service history report. Terminal leave packages can be obtained at work locations with your union rep from general superintendent of support services.

4

Take your terminal leave report/packages to NYCERS with:

- Retirement Application
- Birth Certificate for yourself + Dependents,
- Drivers License or Passport

Reminders: Do not leave without a receipt of retirement application. Do not sign the retirement application or any other NYCERS forms **until you are in front of a NYCERS counselor**.

Make sure the retirement date matches the effective date on your terminal leave allowance sheet.

5

Make sure you get a receipt and it's initialed by the counselor and clocked also get a copy. Send a copy of the receipt of retirement application to Human Resources at Business Service Center.

Fax: 646-252-1490 or email bscservice@mtabsc.org

REMINDER: STAY ACTIVE WITH YOUR UNION. BECOME A MEMBER OF THE RETIREES ASSOCIATION! For more information on becoming a member and to take advantage of the Dental & Vision plan, contact the office at: (212) 873-6000, x2077, x2076, or x2161



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If you have questions or concerns about Social Security Disability, Workers Compensation & Occupational Hearing Loss.
Contact Ken Larkin at 516-426-6072