

Thomas P. DiNapoli, State Comptroller

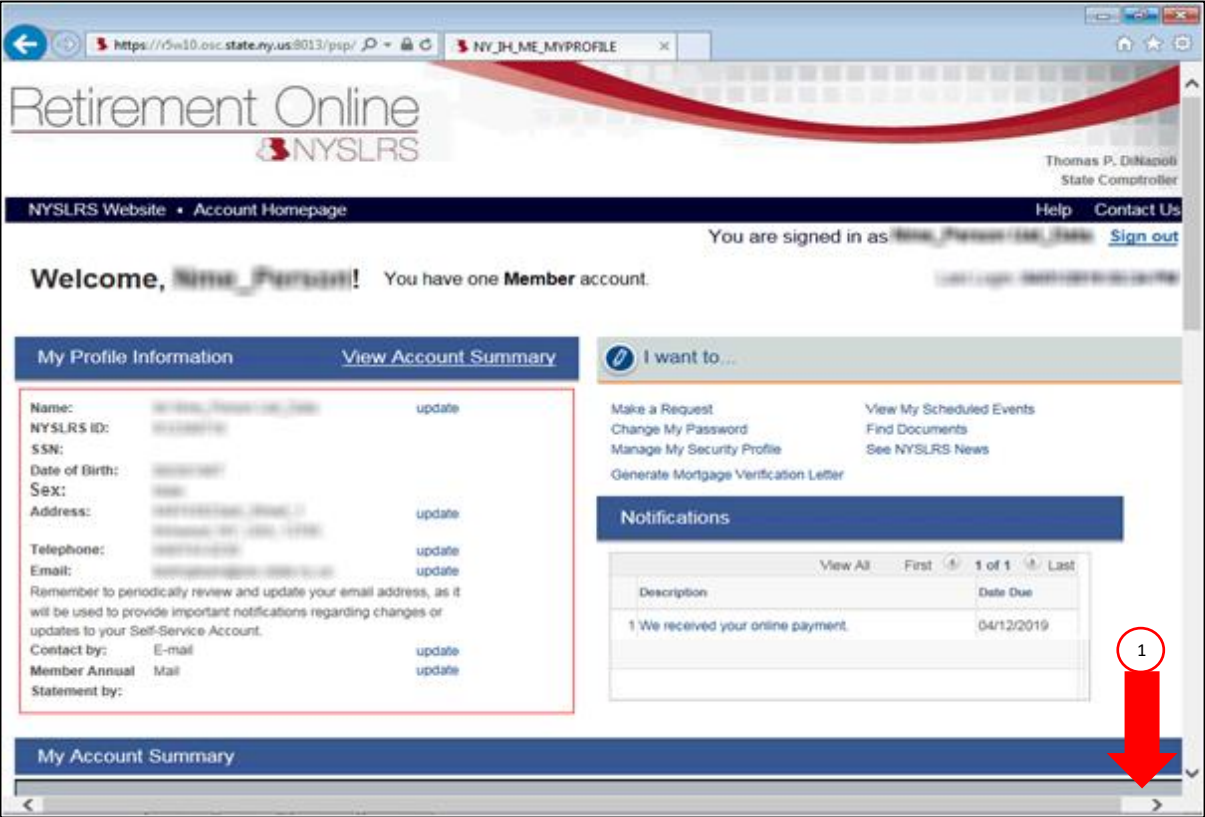


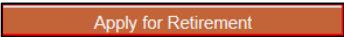
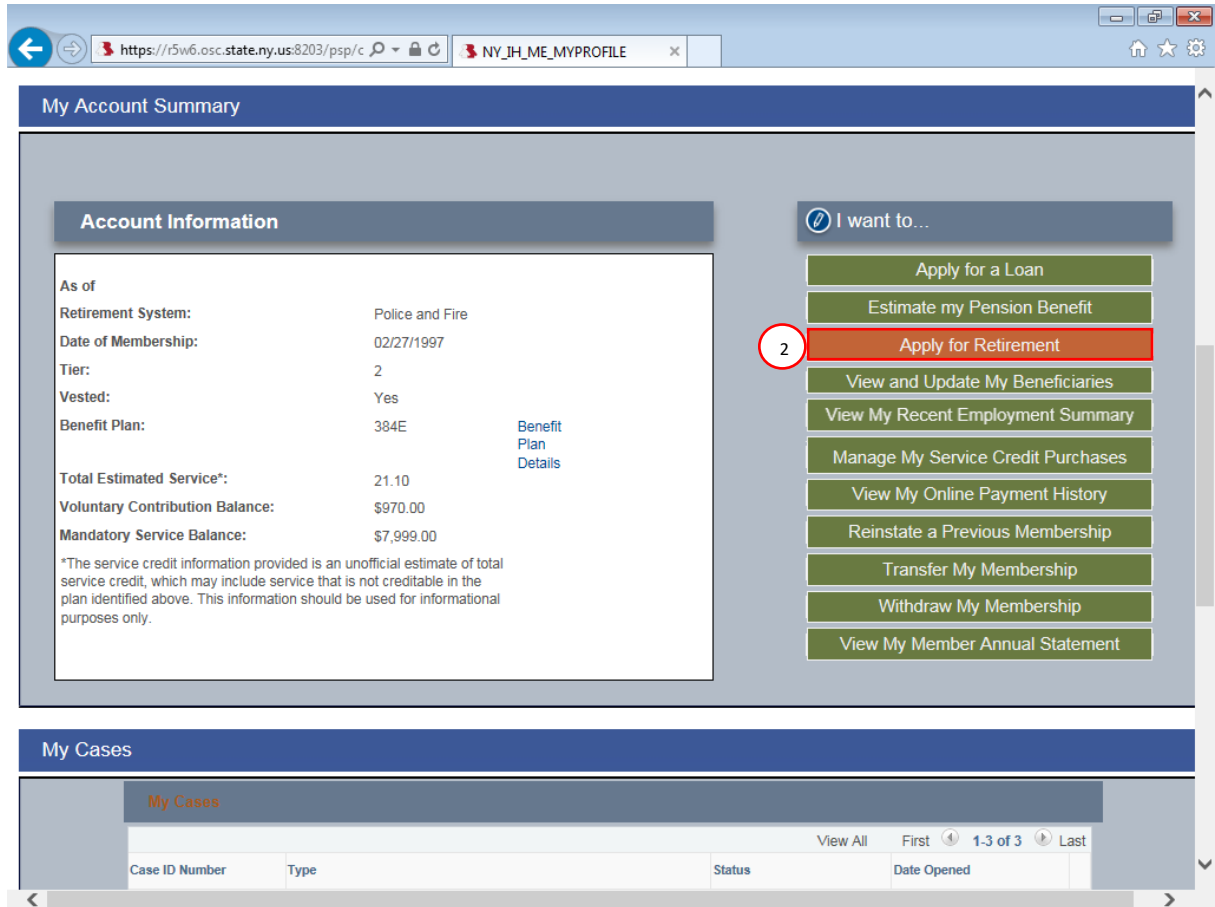
Apply for Service Retirement

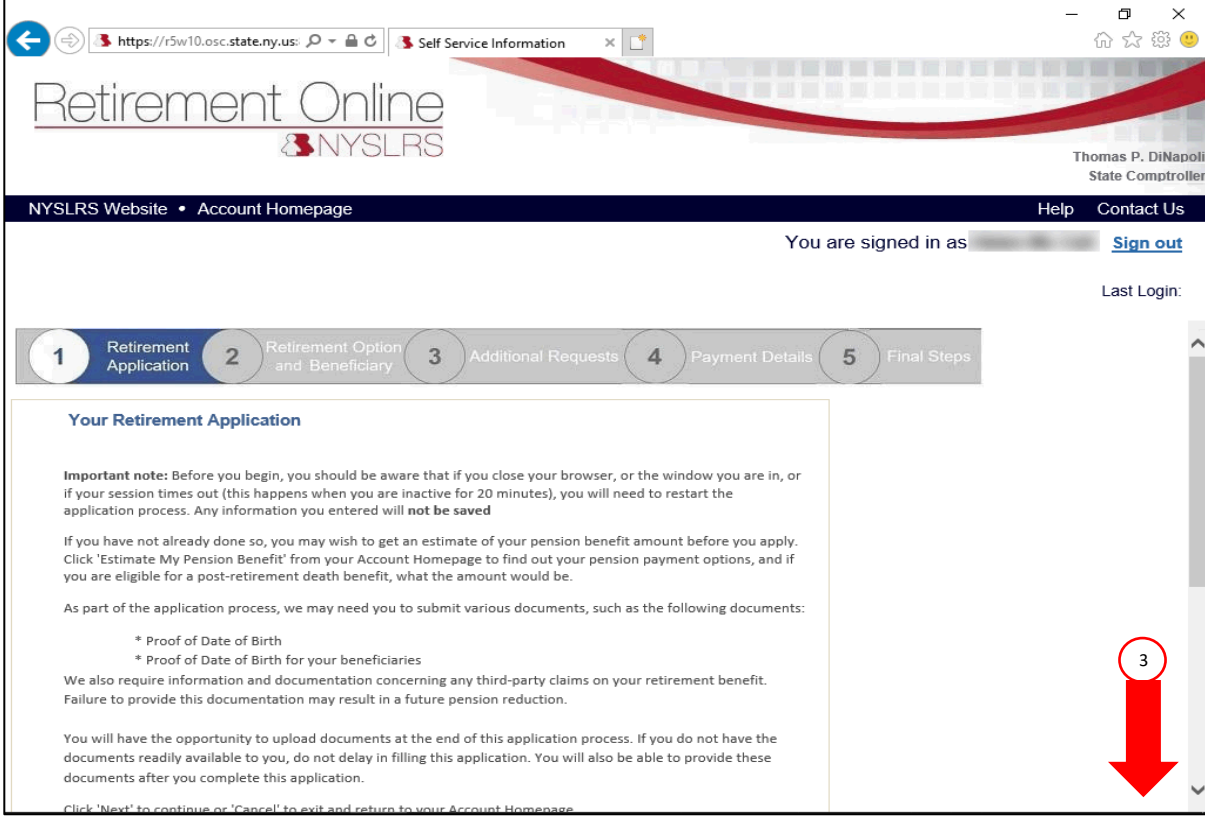
This guide shows you (as a member) how to apply for a service retirement. A service retirement means you will receive a pension that will be based on the service credit and age requirements of your retirement plan.

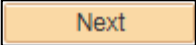
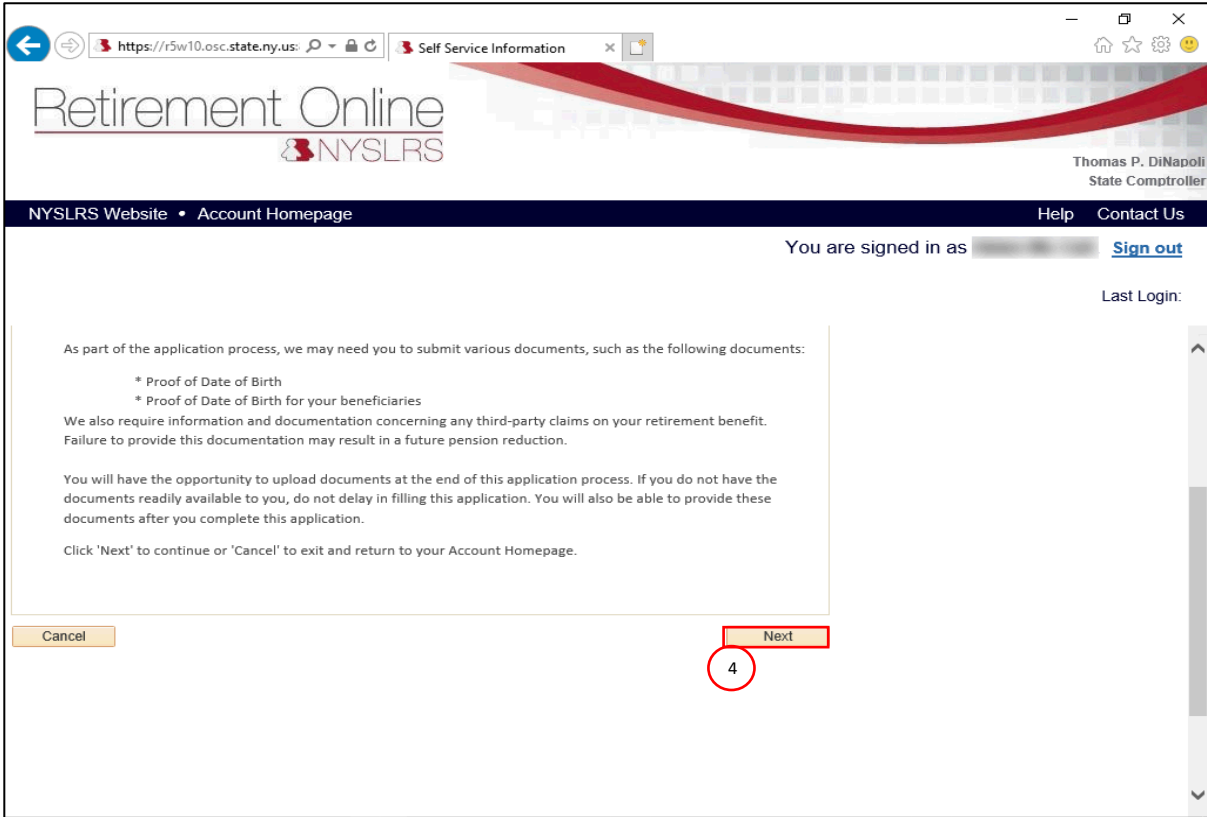
NYSLRS will review your application before processing it.

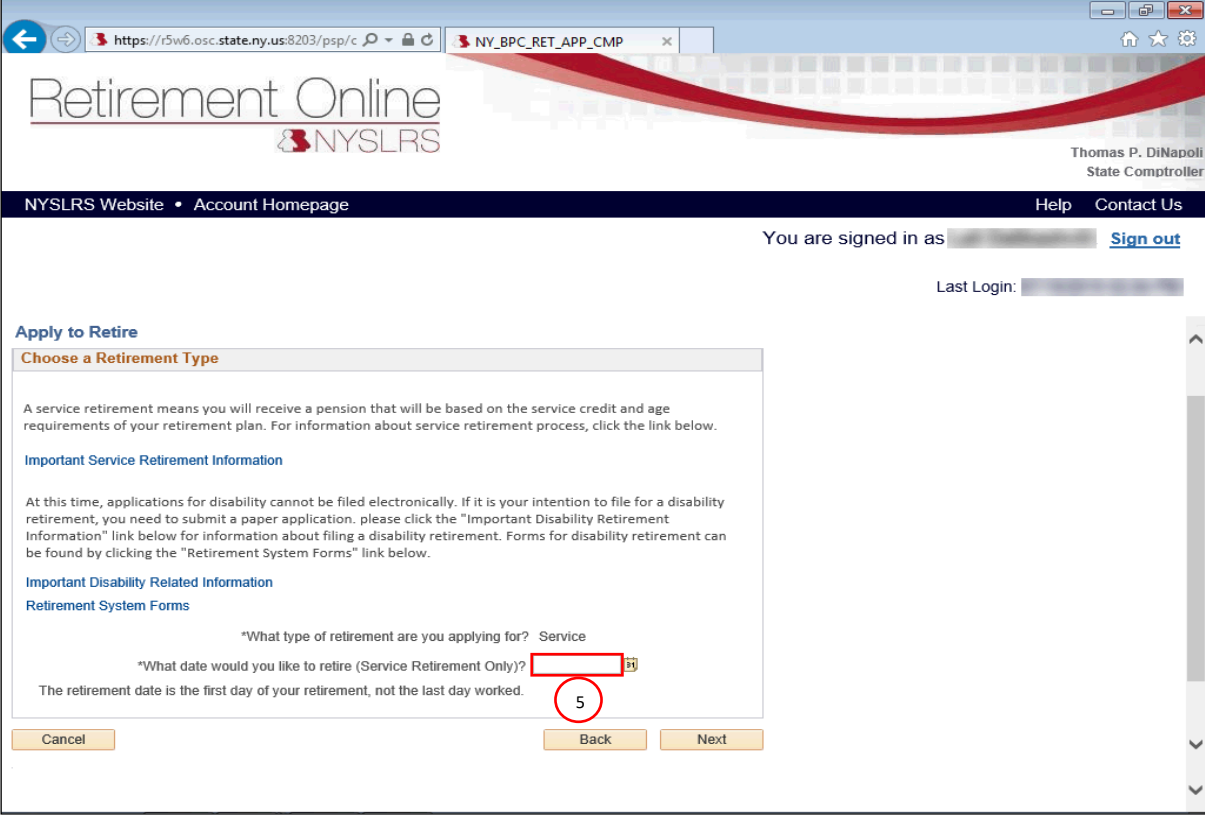
Applications for disability retirement cannot be filed electronically at this time. If it is your intention to file for a disability retirement, you will need to submit a paper application.

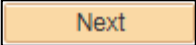
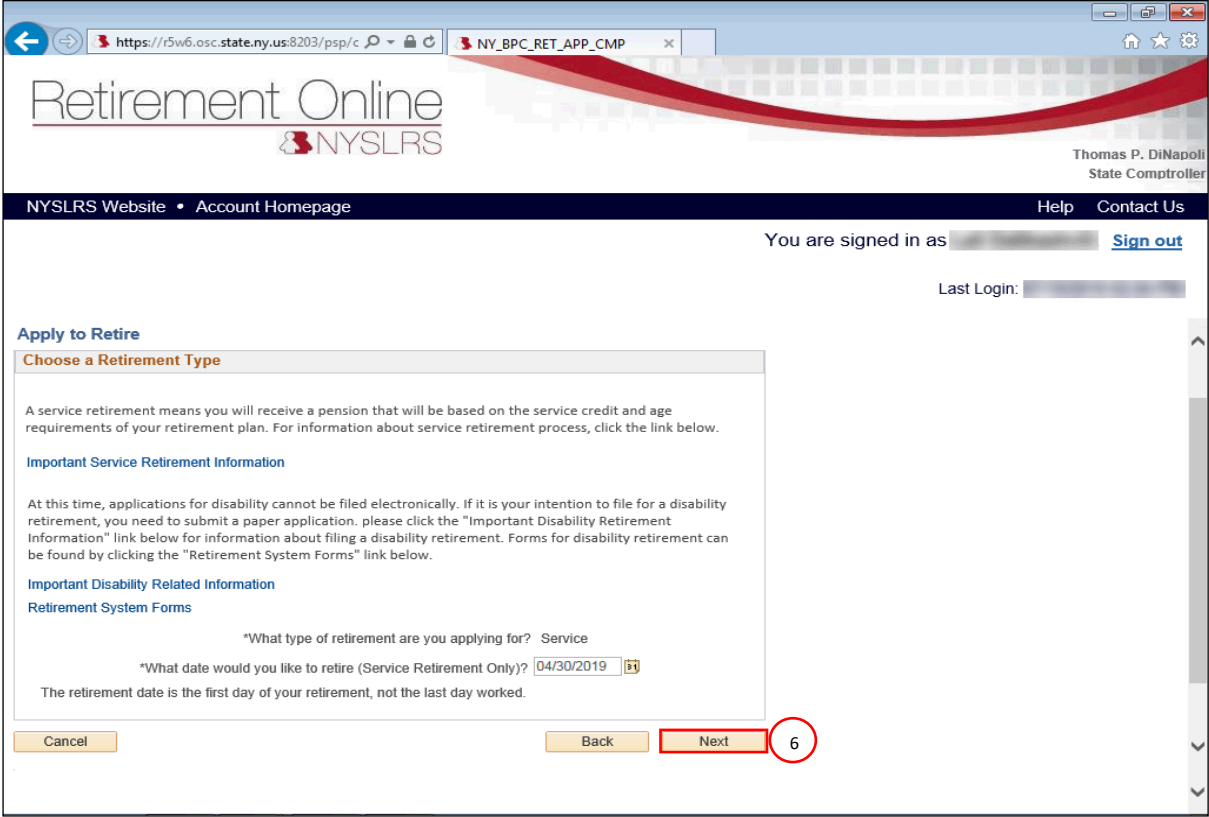
Step	Action	
<p>1.</p>	<p>On your <i>Retirement Online Account Homepage</i>, scroll down until you see the 'My Account Summary' section.</p>	 <p>The screenshot shows the Retirement Online account homepage. The browser address bar displays 'https://r5w10.osc.state.ny.us:8013/ppp/'. The page title is 'Retirement Online NYSLRS'. The user is signed in as 'Name_Person1' and has one Member account. The 'My Profile Information' section includes fields for Name, NYSLRS ID, SSN, Date of Birth, Sex, Address, Telephone, and Email, each with an 'update' link. Below this is a 'My Account Summary' section. A red arrow with the number '1' points to the bottom of the page, indicating the scroll action.</p>

Step	Action																																
2.	<p>In the 'My Account Summary' section, under 'I want to...,' click the Apply for Retirement button.</p> 	 <p>The screenshot shows a web browser window with the URL https://r5w6.osc.state.ny.us:8203/psp/c and a tab titled 'NY_JH_ME_MYPROFILE'. The page title is 'My Account Summary'. It features an 'Account Information' section with the following details:</p> <table border="1"> <tr> <td>As of</td> <td colspan="2"></td> </tr> <tr> <td>Retirement System:</td> <td colspan="2">Police and Fire</td> </tr> <tr> <td>Date of Membership:</td> <td colspan="2">02/27/1997</td> </tr> <tr> <td>Tier:</td> <td colspan="2">2</td> </tr> <tr> <td>Vested:</td> <td colspan="2">Yes</td> </tr> <tr> <td>Benefit Plan:</td> <td>384E</td> <td>Benefit Plan Details</td> </tr> <tr> <td>Total Estimated Service*:</td> <td colspan="2">21.10</td> </tr> <tr> <td>Voluntary Contribution Balance:</td> <td colspan="2">\$970.00</td> </tr> <tr> <td>Mandatory Service Balance:</td> <td colspan="2">\$7,999.00</td> </tr> </table> <p>*The service credit information provided is an unofficial estimate of total service credit, which may include service that is not creditable in the plan identified above. This information should be used for informational purposes only.</p> <p>Below the account information is a 'My Cases' section with a table header:</p> <table border="1"> <thead> <tr> <th>Case ID Number</th> <th>Type</th> <th>Status</th> <th>Date Opened</th> </tr> </thead> </table> <p>The 'I want to...' menu on the right side of the page includes the following options:</p> <ul style="list-style-type: none"> Apply for a Loan Estimate my Pension Benefit Apply for Retirement (highlighted with a red circle and the number 2) View and Update My Beneficiaries View My Recent Employment Summary Manage My Service Credit Purchases View My Online Payment History Reinstate a Previous Membership Transfer My Membership Withdraw My Membership View My Member Annual Statement 	As of			Retirement System:	Police and Fire		Date of Membership:	02/27/1997		Tier:	2		Vested:	Yes		Benefit Plan:	384E	Benefit Plan Details	Total Estimated Service*:	21.10		Voluntary Contribution Balance:	\$970.00		Mandatory Service Balance:	\$7,999.00		Case ID Number	Type	Status	Date Opened
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Step	Action	
<p>3.</p>	<p>The <i>Your Retirement Application</i> page will appear. Read the information about the retirement process. Scroll down until you see the Next button.</p>	 <p>The screenshot shows a web browser window with the URL https://r5w10.osc.state.ny.us. The page title is "Retirement Online" and "NYSLRS". The user is signed in as "Thomas P. DiNapoli, State Comptroller". The page has a navigation bar with "NYSLRS Website" and "Account Homepage". A progress bar at the top indicates the current step in the application process: 1. Retirement Application, 2. Retirement Option and Beneficiary, 3. Additional Requests, 4. Payment Details, and 5. Final Steps. Step 3 is highlighted. Below the progress bar, the main content area is titled "Your Retirement Application". It contains an "Important note" about session timeouts, instructions on how to estimate pension benefits, a list of required documents (Proof of Date of Birth and for beneficiaries), and information about document uploads. A red arrow with the number 3 points to the "Next" button at the bottom of the page.</p>

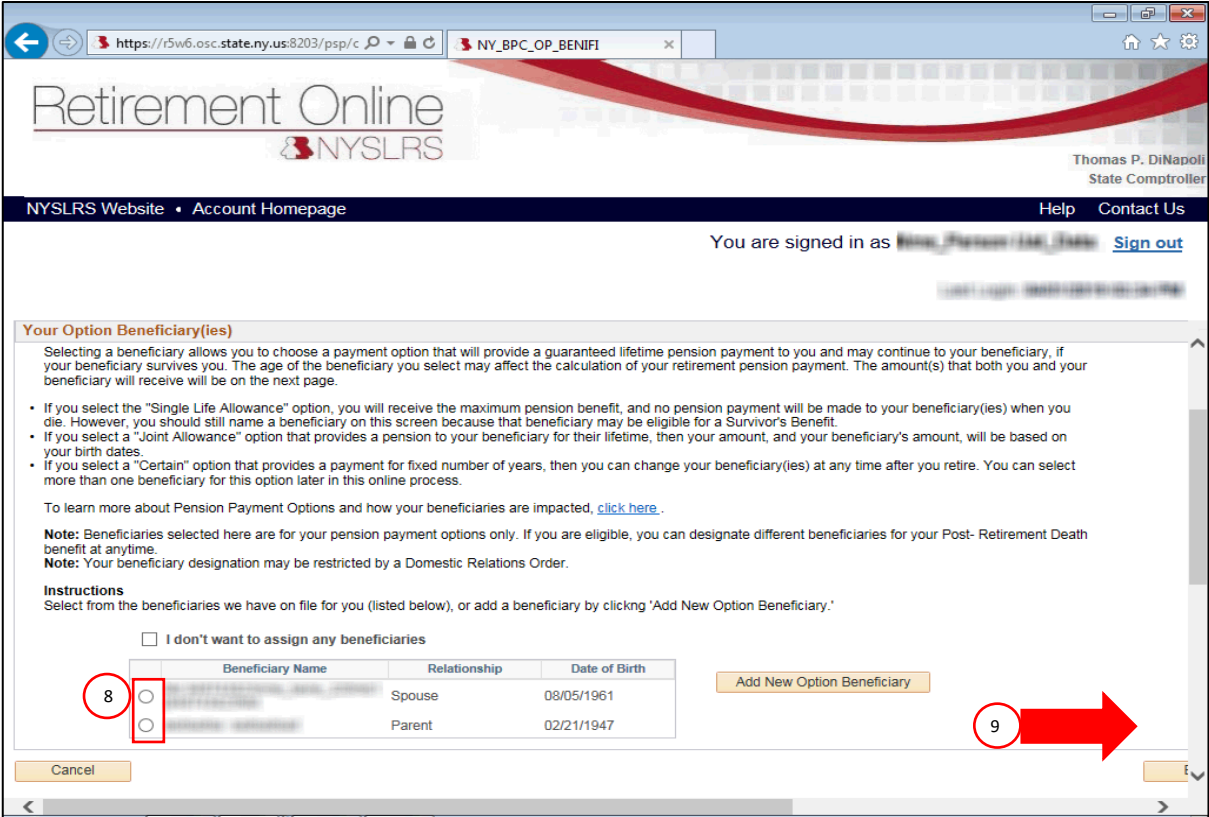
Step	Action	
<p>4.</p>	<p>Click the Next button.</p> 	 <p>The screenshot shows a web browser window with the URL https://r5w10.osc.state.ny.us. The page title is "Retirement Online" and "NYSLRS". The user is signed in as "Thomas P. DiNapoli, State Comptroller". The page content includes a list of required documents: "Proof of Date of Birth" and "Proof of Date of Birth for your beneficiaries". It also states that failure to provide this documentation may result in a future pension reduction. At the bottom, there are two buttons: "Cancel" and "Next". The "Next" button is highlighted with a red box and a circled "4".</p>

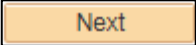
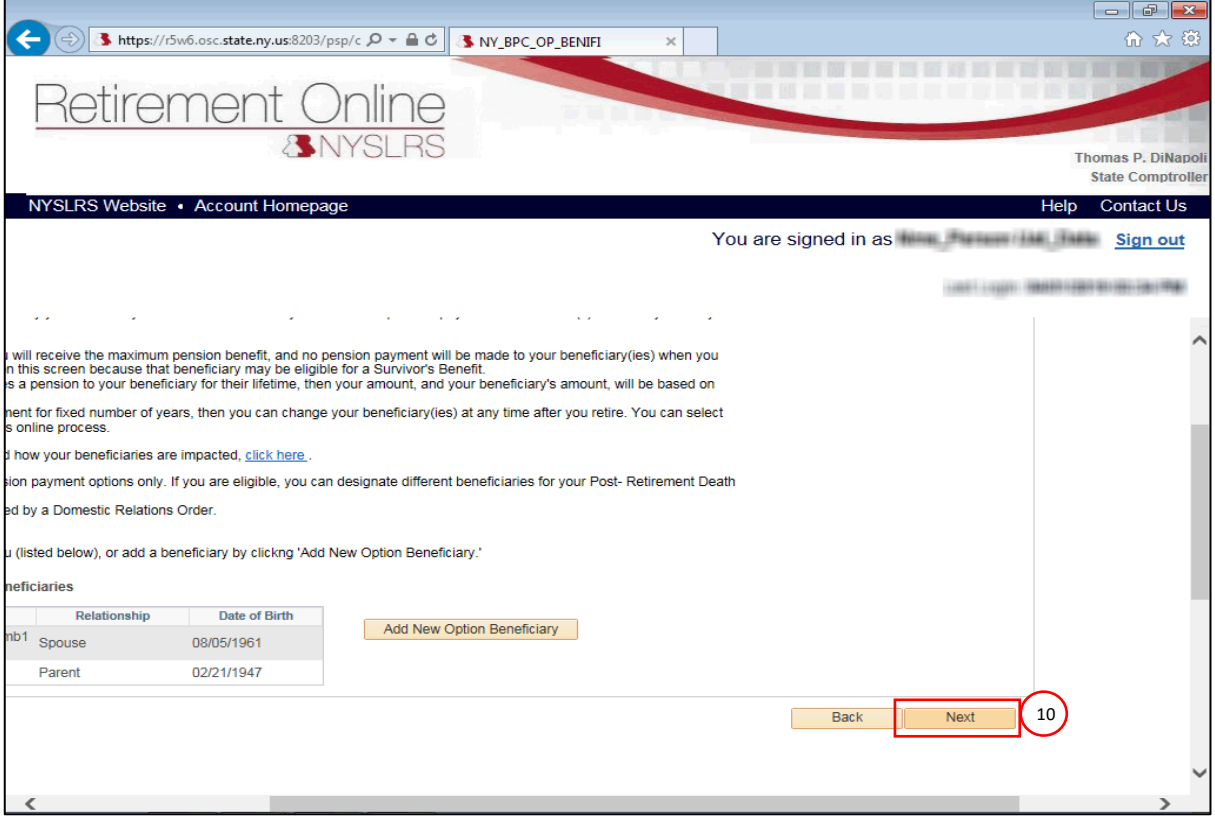
Step	Action	
<p>5.</p>	<p>The <i>Choose a Retirement Type</i> page will appear. Click in the What date would you like to retire (Service Retirement Only)? field, and enter your chosen retirement date using the MM/DD/YYYY format.</p> <p><input type="text"/></p> <p>Note: You may also use the Calendar icon next to the field to select a date.</p> <p>Note: If you wish to apply for disability retirement, please refer to the Important Disability Related Information link.</p>	 <p>The screenshot shows a web browser window with the URL https://5w6.osc.state.ny.us:8203/psp/c and a tab titled 'NY_BPC_RET_APP_CMP'. The page header includes 'Retirement Online NYSLRS' and 'Thomas P. DiNapoli State Comptroller'. The navigation bar shows 'NYSLRS Website • Account Homepage' and 'Help Contact Us'. The user is signed in, with a 'Sign out' link and a 'Last Login:' field. The main content area is titled 'Apply to Retire' and contains a section 'Choose a Retirement Type'. Below this, there is explanatory text and links for 'Important Service Retirement Information' and 'Important Disability Related Information Retirement System Forms'. A form field asks '*What type of retirement are you applying for?' with 'Service' selected. Below that, another field asks '*What date would you like to retire (Service Retirement Only)?' and contains the number '5'. At the bottom of the form are 'Cancel', 'Back', and 'Next' buttons.</p>

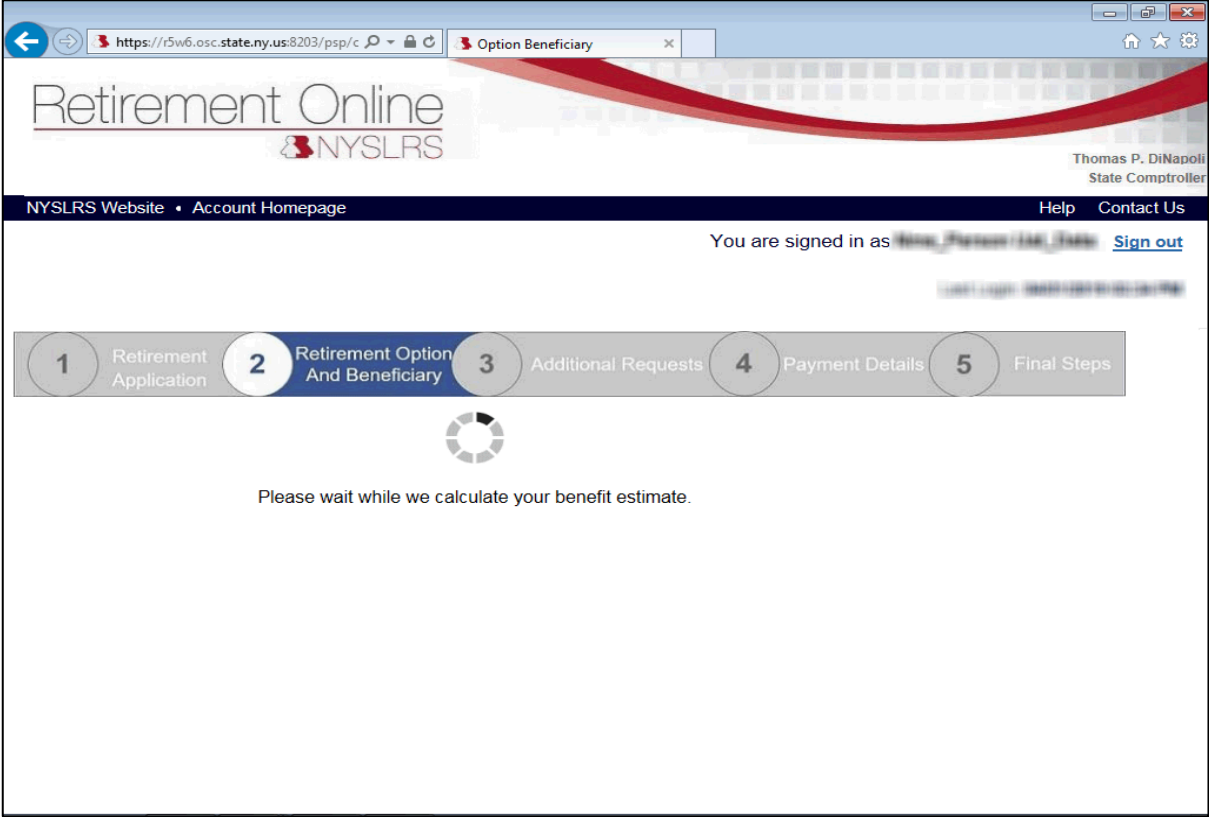
Step	Action	
6.	Click the Next button. 	 <p>The screenshot shows a web browser window with the URL https://r15w6.osc.state.ny.us:8203/psp/c. The page title is "Retirement Online NYSLRS". The user is signed in as Thomas P. DiNapoli, State Comptroller. The page content includes a "Choose a Retirement Type" section with a text box containing the following text:</p> <p>A service retirement means you will receive a pension that will be based on the service credit and age requirements of your retirement plan. For information about service retirement process, click the link below.</p> <p>Important Service Retirement Information</p> <p>At this time, applications for disability cannot be filed electronically. If it is your intention to file for a disability retirement, you need to submit a paper application. please click the "Important Disability Retirement Information" link below for information about filing a disability retirement. Forms for disability retirement can be found by clicking the "Retirement System Forms" link below.</p> <p>Important Disability Related Information</p> <p>Retirement System Forms</p> <p>*What type of retirement are you applying for? Service</p> <p>*What date would you like to retire (Service Retirement Only)? 04/30/2019</p> <p>The retirement date is the first day of your retirement, not the last day worked.</p> <p>At the bottom of the form, there are three buttons: "Cancel", "Back", and "Next". The "Next" button is circled in red, and a red circle with the number "6" is placed next to it.</p>

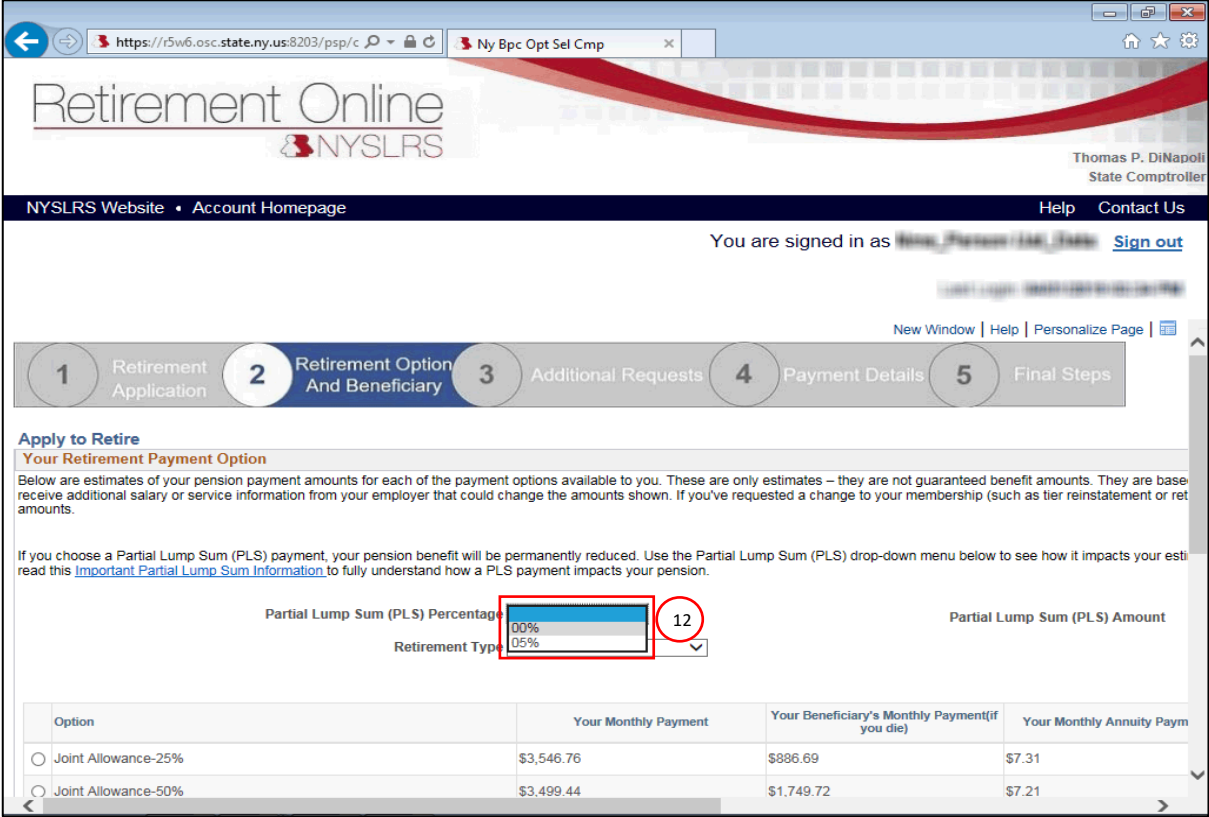
Step	Action
7.	<p>The <i>Your Option Beneficiary(ies)</i> page will appear. Scroll down to view your current NYSLRS death benefit beneficiaries.</p>

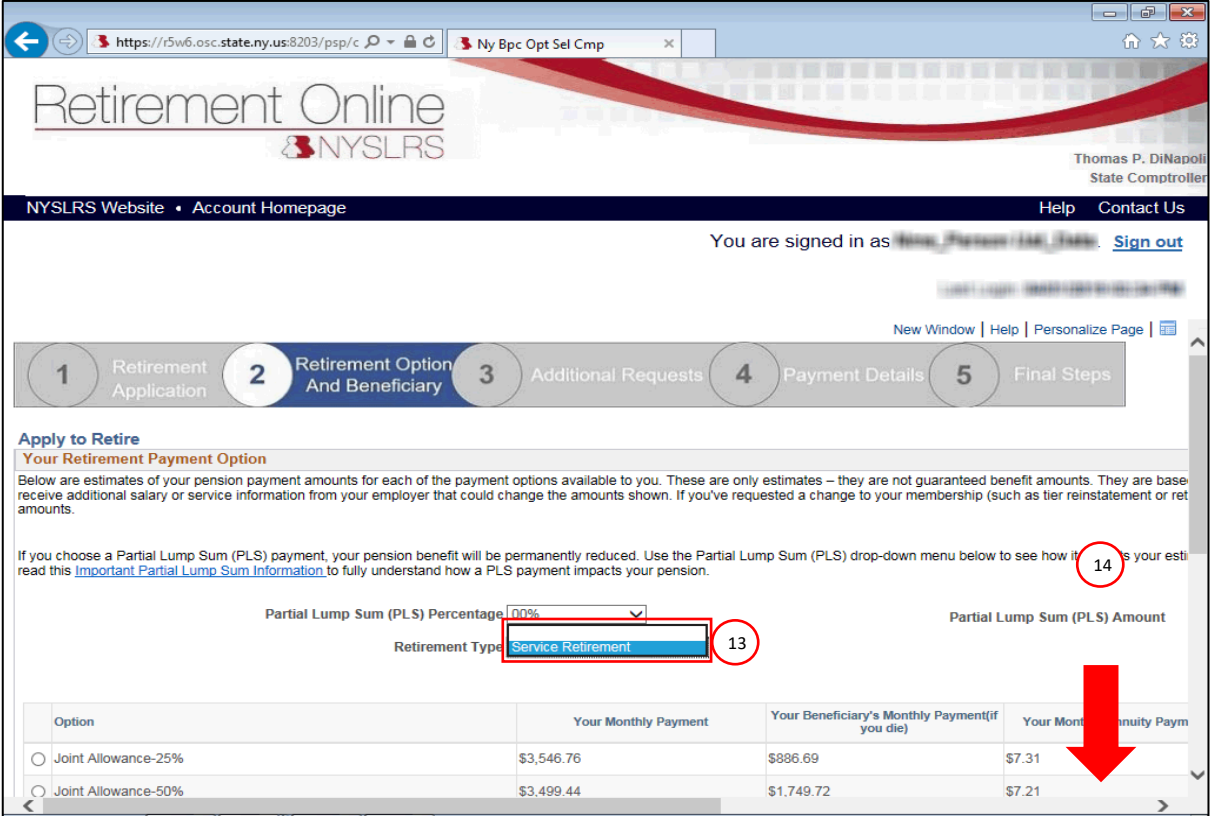
The screenshot shows the NYSLRS Retirement Online interface. At the top, the browser address bar displays 'https://r5w6.osc.state.ny.us:8203/psp/c'. The page title is 'Retirement Online NYSLRS'. The user is signed in as 'NYSLRS Person / User / State' with a 'Sign out' link. A progress bar indicates five steps: 1. Retirement Application, 2. Retirement Option And Beneficiary (highlighted), 3. Additional Requests, 4. Payment Details, and 5. Final Steps. The main heading is 'Apply To Retire'. Below it is the 'Your Option Beneficiary(ies)' section, which includes instructions on selecting a beneficiary and a list of options: 'Single Life Allowance', 'Joint Allowance', and 'Certain'. A note states that beneficiaries are for pension payment options only. At the bottom, there is an 'Instructions' section with a checkbox for 'I don't want to assign any beneficiaries'. A red arrow on the right side of the page points to a circled '7', indicating the step number.

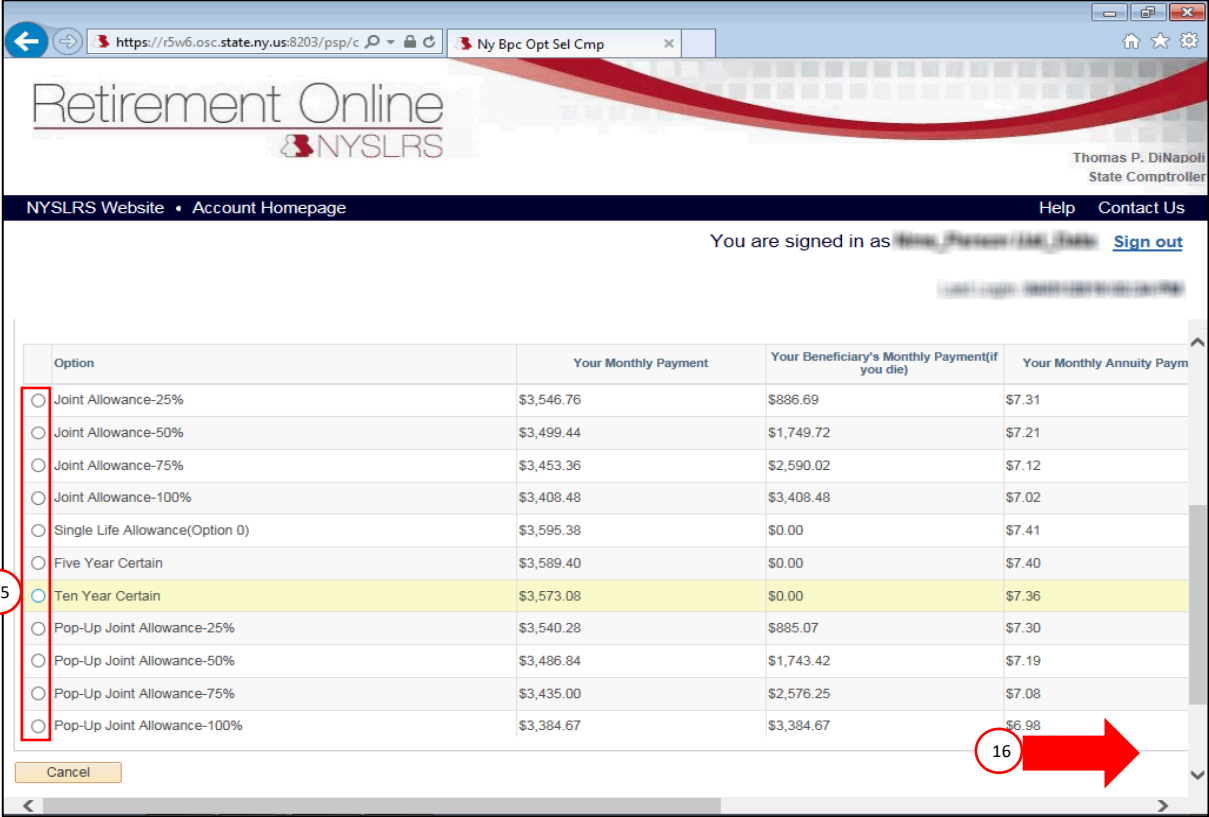

Step	Action	
<p>8.</p>	<p>Selecting a beneficiary at this step allows <i>Retirement Online</i> to estimate your pension payment options. It does not alter your death benefit beneficiaries. To see joint-allowance options (a pension is paid to a single beneficiary, for their lifetime upon your death). Click the appropriate option to choose a Pension Payment Beneficiary.</p> <p><input type="checkbox"/></p> <p>Note: You don't need to select a beneficiary now, however, certain payment option amounts are based on your beneficiary(ies) date of birth, and these options may not appear if you don't select a beneficiary. If you need to add a new beneficiary to this list, click the Add New Option Beneficiary button.</p>	 <p>The screenshot shows the 'Your Option Beneficiary(ies)' section of the Retirement Online website. It includes a table with columns for Beneficiary Name, Relationship, and Date of Birth. The first row shows a Spouse with a date of birth of 08/05/1961. The second row shows a Parent with a date of birth of 02/21/1947. A red circle labeled '8' is placed around the radio button next to the Spouse entry. A red arrow labeled '9' points to the 'Add New Option Beneficiary' button.</p>
<p>9.</p>	<p>Scroll right until you see the Next button.</p>	

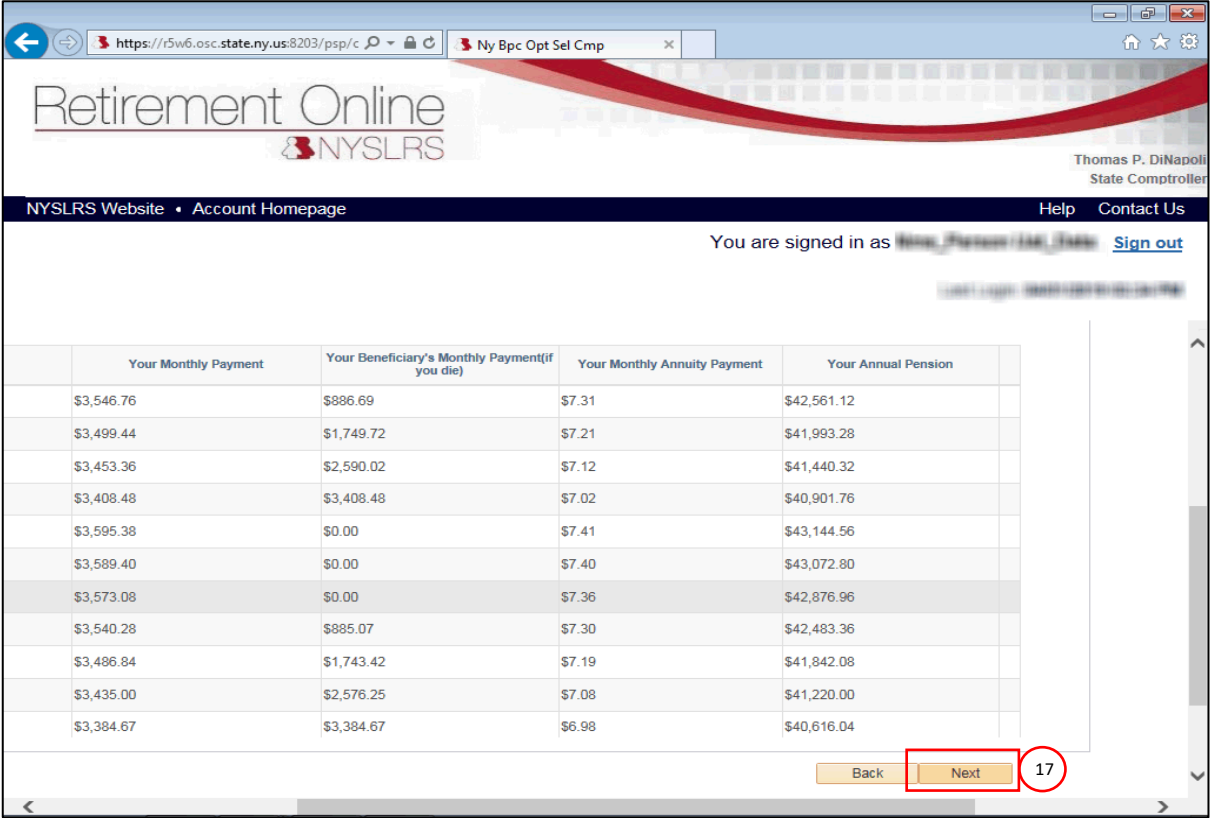
Step	Action										
<p>10</p>	<p>Click the Next button.</p> 	 <p>The screenshot shows the NYSLRS Retirement Online account homepage. The browser address bar displays "https://r15w6.osc.state.ny.us:8203/psp/c" and the page title is "NY_BPC_OP_BENFI". The page header includes "Retirement Online" and "NYSLRS". The user is signed in as "Thomas P. DiNapoli, State Comptroller". The page content includes a table of beneficiaries:</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Relationship</th> <th>Date of Birth</th> </tr> </thead> <tbody> <tr> <td>mb1</td> <td>Spouse</td> <td>08/05/1961</td> </tr> <tr> <td></td> <td>Parent</td> <td>02/21/1947</td> </tr> </tbody> </table> <p>The "Next" button at the bottom right of the page is circled in red, and the number "10" is also circled in red.</p>	ID	Relationship	Date of Birth	mb1	Spouse	08/05/1961		Parent	02/21/1947
ID	Relationship	Date of Birth									
mb1	Spouse	08/05/1961									
	Parent	02/21/1947									

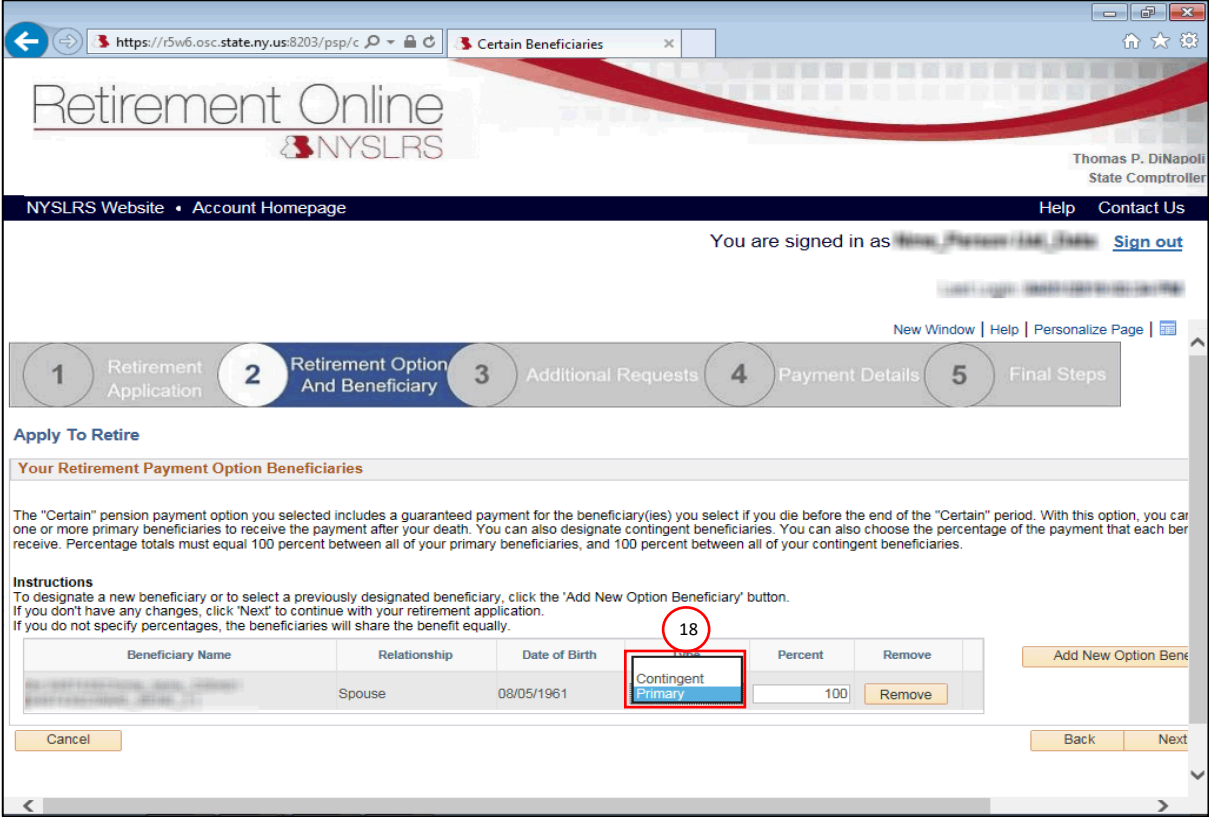
Step	Action	
<p>11.</p>	<p>The <i>Calculate Your Benefit Estimate</i> page will appear while <i>Retirement Online</i> estimates your pension payment option amounts.</p> <p>Note: Do not refresh this page.</p>	 <p>The screenshot shows a web browser window with the URL https://r15w6.osc.state.ny.us:8203/psp/c and a tab titled "Option Beneficiary". The page header includes "Retirement Online" and "NYSLRS" with the name "Thomas P. DiNapoli, State Comptroller". A navigation bar contains "NYSLRS Website • Account Homepage", "Help", and "Contact Us". A user is signed in as "Wm_Person (AA, State)" with a "Sign out" link. A progress bar at the bottom of the page shows five steps: 1. Retirement Application, 2. Retirement Option And Beneficiary (highlighted), 3. Additional Requests, 4. Payment Details, and 5. Final Steps. Below the progress bar is a circular loading spinner and the text "Please wait while we calculate your benefit estimate."</p>

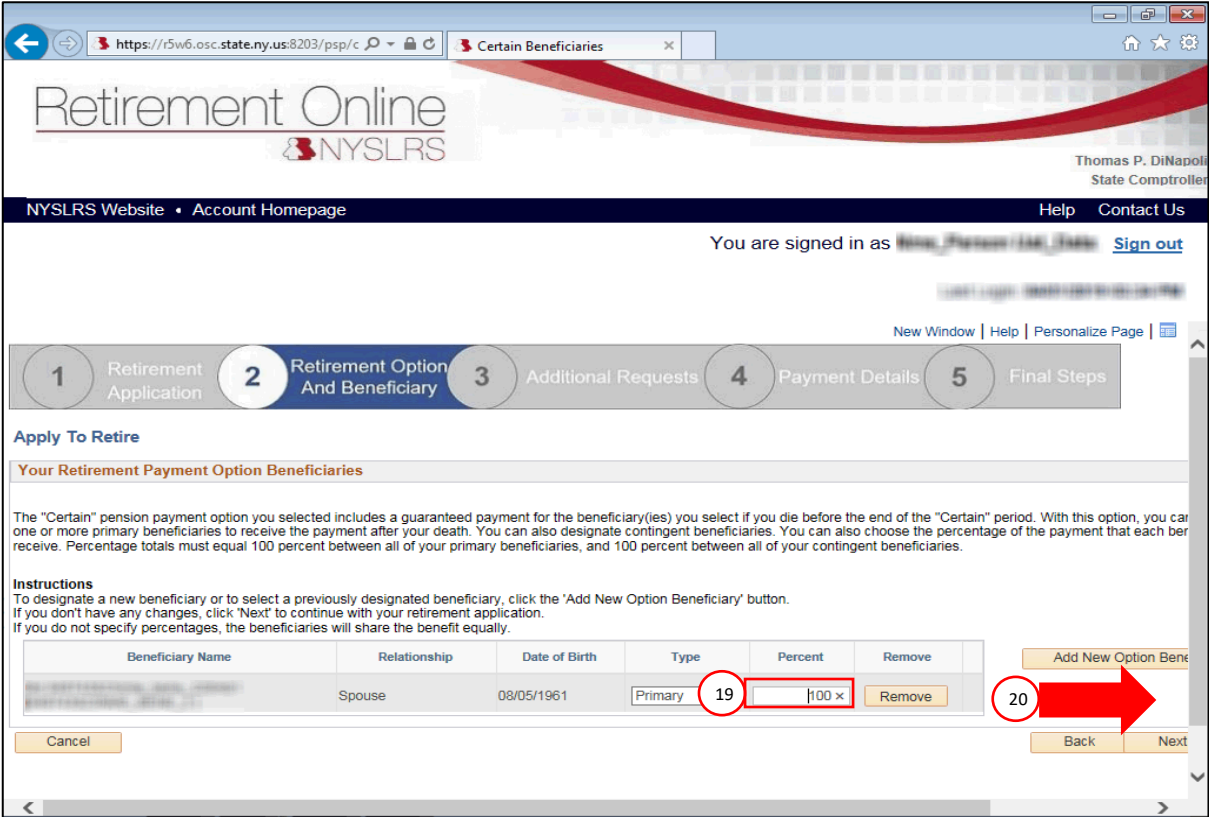
Step	Action													
<p>12.</p>	<p>The <i>Your Retirement Payment Option</i> page will appear.</p> <p>If you want to see an estimate of what you and your beneficiary(ies) would receive if you chose a different beneficiary, click the Back button to change your beneficiary selection.</p> <p>If you are in a retirement plan that allows for a partial lump sum (PLS) payment, and you are eligible for a PLS, a PLS drop-down will be shown. Select the Partial Lump Sum (PLS) Percentage dropdown menu to select a PLS percentage.</p> <div data-bbox="268 1052 548 1097" style="border: 1px solid black; padding: 2px; width: fit-content;"> <input type="text" value=""/> </div>	 <p>The screenshot shows the NYSLRS Retirement Online interface. At the top, the user is signed in as 'Wm_Person (AA_1234)'. A progress bar indicates the current step is '2 Retirement Option And Beneficiary'. Below this, the 'Apply to Retire' section is active, showing 'Your Retirement Payment Option'. A dropdown menu for 'Partial Lump Sum (PLS) Percentage' is open, with '00%' and '05%' visible. The number '12' is circled next to this dropdown. Below the dropdown is a table with the following data:</p> <table border="1" data-bbox="695 899 1875 1013"> <thead> <tr> <th>Option</th> <th>Your Monthly Payment</th> <th>Your Beneficiary's Monthly Payment(if you die)</th> <th>Your Monthly Annuity Paym</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/> Joint Allowance-25%</td> <td>\$3,546.76</td> <td>\$886.69</td> <td>\$7.31</td> </tr> <tr> <td><input type="radio"/> Joint Allowance-50%</td> <td>\$3,499.44</td> <td>\$1,749.72</td> <td>\$7.21</td> </tr> </tbody> </table>	Option	Your Monthly Payment	Your Beneficiary's Monthly Payment(if you die)	Your Monthly Annuity Paym	<input type="radio"/> Joint Allowance-25%	\$3,546.76	\$886.69	\$7.31	<input type="radio"/> Joint Allowance-50%	\$3,499.44	\$1,749.72	\$7.21
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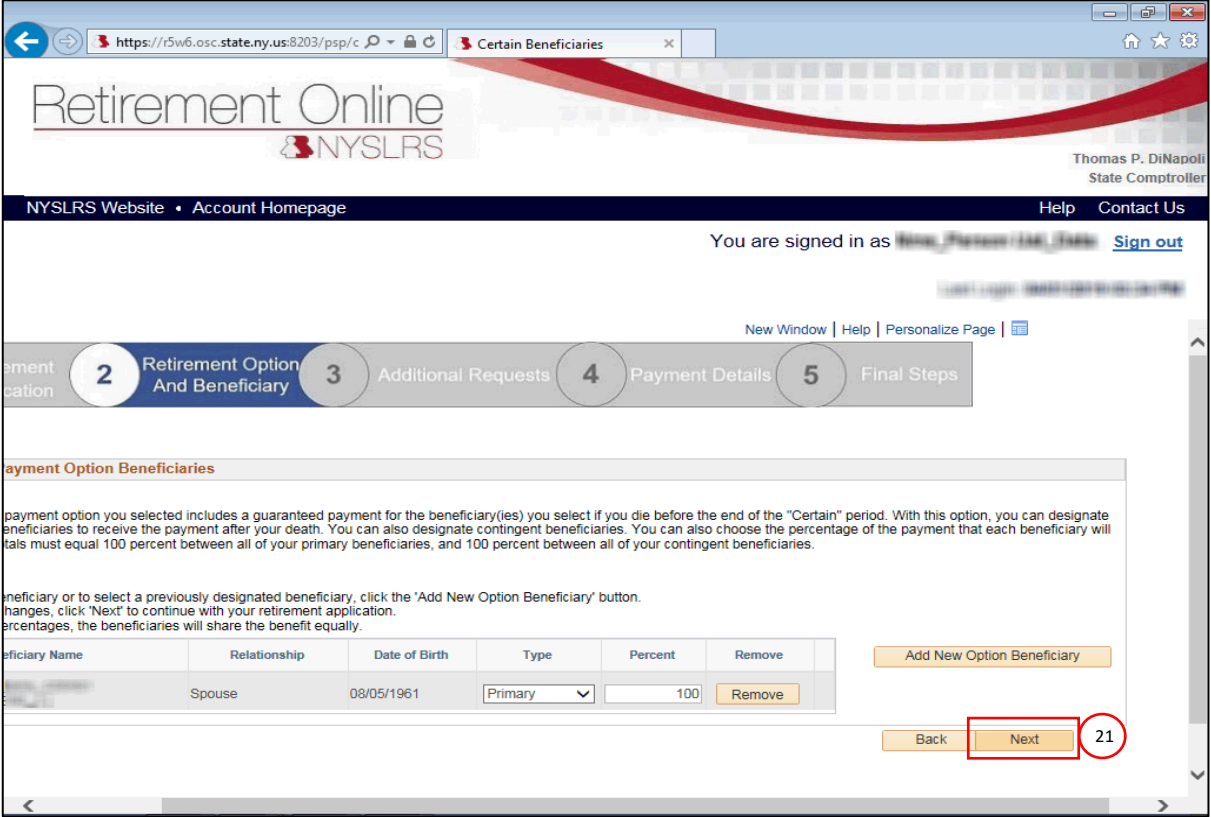
Step	Action													
13	<p>Select the Retirement Type drop-down to choose your retirement type.</p> <p>This will auto populate based on what you selected in step 5.</p>	 <p>The screenshot shows the NYSLRS Retirement Online interface. At the top, it says 'Retirement Online NYSLRS' and 'Thomas P. DiNapoli, State Comptroller'. Below that, it indicates the user is signed in. A progress bar shows five steps: 1. Retirement Application, 2. Retirement Option And Beneficiary, 3. Additional Requests, 4. Payment Details, and 5. Final Steps. Step 2 is currently active. Under 'Apply to Retire', there is a section for 'Your Retirement Payment Option'. It includes a warning about Partial Lump Sum (PLS) payments and a dropdown menu for 'Retirement Type' which is set to 'Service Retirement'. Below this is a table with columns for 'Option', 'Your Monthly Payment', 'Your Beneficiary's Monthly Payment(if you die)', and 'Your Monthly Annuity Payment'.</p>												
14	<p>Scroll down until you see the 'Option' section.</p>	<p>The screenshot shows the 'Option' section of the table. A red arrow points to the table, and a red circle highlights the 'Service Retirement' selection in the dropdown menu above it.</p> <table border="1" data-bbox="695 1089 1877 1198"> <thead> <tr> <th>Option</th> <th>Your Monthly Payment</th> <th>Your Beneficiary's Monthly Payment(if you die)</th> <th>Your Monthly Annuity Payment</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/> Joint Allowance-25%</td> <td>\$3,546.76</td> <td>\$886.69</td> <td>\$7.31</td> </tr> <tr> <td><input type="radio"/> Joint Allowance-50%</td> <td>\$3,499.44</td> <td>\$1,749.72</td> <td>\$7.21</td> </tr> </tbody> </table>	Option	Your Monthly Payment	Your Beneficiary's Monthly Payment(if you die)	Your Monthly Annuity Payment	<input type="radio"/> Joint Allowance-25%	\$3,546.76	\$886.69	\$7.31	<input type="radio"/> Joint Allowance-50%	\$3,499.44	\$1,749.72	\$7.21
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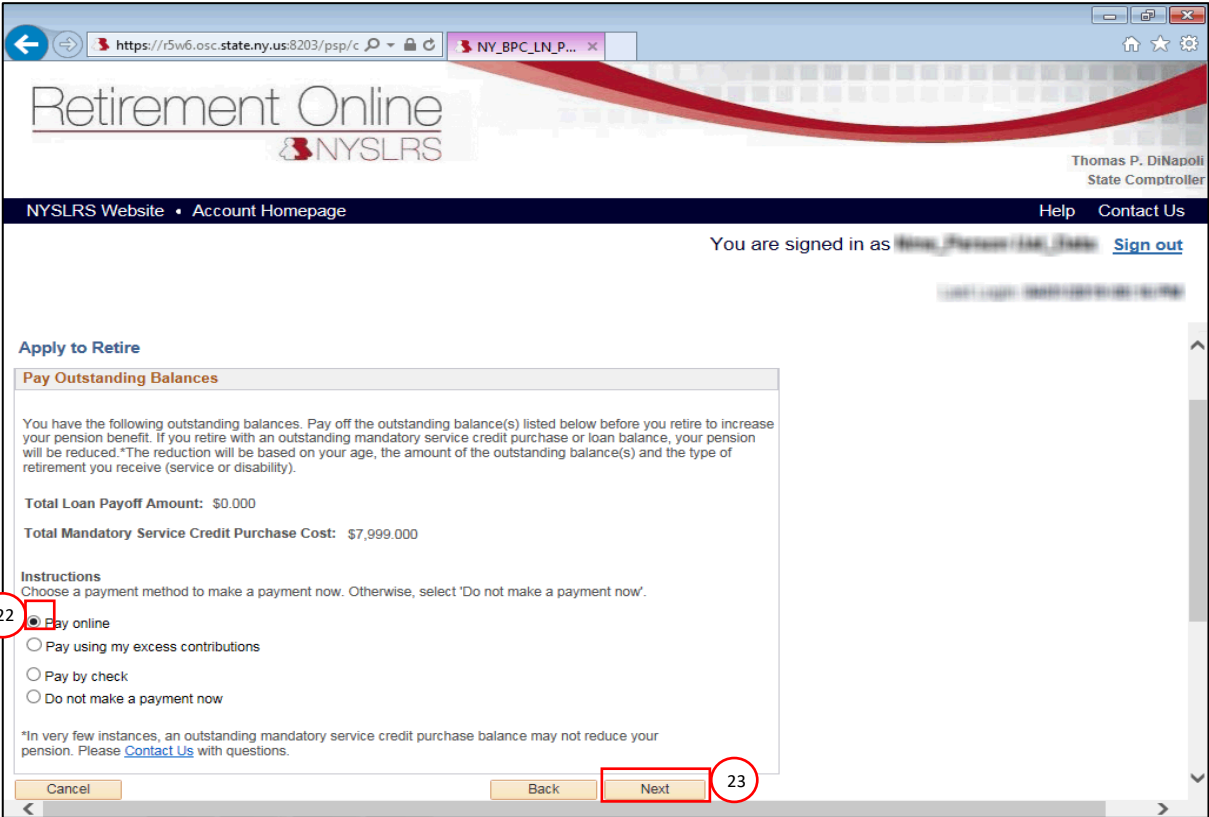
Step	Action																																																	
<p>15.</p> <p>Next, click the appropriate option to choose a benefit payment option.</p> <p><input type="checkbox"/></p> <p>Note: Depending on the option you choose, steps 16 through 22 may not match what is shown in this guide.</p>		 <p>The screenshot shows the Retirement Online NYSLRS website. The user is signed in as [Name]. A table lists various benefit options with columns for 'Option', 'Your Monthly Payment', 'Your Beneficiary's Monthly Payment(if you die)', and 'Your Monthly Annuity Paym'. The 'Ten Year Certain' option is selected and highlighted in yellow. A red box highlights the radio button for this option. A red arrow points to the right at the bottom right of the table.</p> <table border="1"> <thead> <tr> <th>Option</th> <th>Your Monthly Payment</th> <th>Your Beneficiary's Monthly Payment(if you die)</th> <th>Your Monthly Annuity Paym</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/> Joint Allowance-25%</td> <td>\$3,546.76</td> <td>\$886.69</td> <td>\$7.31</td> </tr> <tr> <td><input type="radio"/> Joint Allowance-50%</td> <td>\$3,499.44</td> <td>\$1,749.72</td> <td>\$7.21</td> </tr> <tr> <td><input type="radio"/> Joint Allowance-75%</td> <td>\$3,453.36</td> <td>\$2,590.02</td> <td>\$7.12</td> </tr> <tr> <td><input type="radio"/> Joint Allowance-100%</td> <td>\$3,408.48</td> <td>\$3,408.48</td> <td>\$7.02</td> </tr> <tr> <td><input type="radio"/> Single Life Allowance(OPTION 0)</td> <td>\$3,595.38</td> <td>\$0.00</td> <td>\$7.41</td> </tr> <tr> <td><input type="radio"/> Five Year Certain</td> <td>\$3,589.40</td> <td>\$0.00</td> <td>\$7.40</td> </tr> <tr> <td><input checked="" type="radio"/> Ten Year Certain</td> <td>\$3,573.08</td> <td>\$0.00</td> <td>\$7.36</td> </tr> <tr> <td><input type="radio"/> Pop-Up Joint Allowance-25%</td> <td>\$3,540.28</td> <td>\$885.07</td> <td>\$7.30</td> </tr> <tr> <td><input type="radio"/> Pop-Up Joint Allowance-50%</td> <td>\$3,486.84</td> <td>\$1,743.42</td> <td>\$7.19</td> </tr> <tr> <td><input type="radio"/> Pop-Up Joint Allowance-75%</td> <td>\$3,435.00</td> <td>\$2,576.25</td> <td>\$7.08</td> </tr> <tr> <td><input type="radio"/> Pop-Up Joint Allowance-100%</td> <td>\$3,384.67</td> <td>\$3,384.67</td> <td>\$6.98</td> </tr> </tbody> </table>	Option	Your Monthly Payment	Your Beneficiary's Monthly Payment(if you die)	Your Monthly Annuity Paym	<input type="radio"/> Joint Allowance-25%	\$3,546.76	\$886.69	\$7.31	<input type="radio"/> Joint Allowance-50%	\$3,499.44	\$1,749.72	\$7.21	<input type="radio"/> Joint Allowance-75%	\$3,453.36	\$2,590.02	\$7.12	<input type="radio"/> Joint Allowance-100%	\$3,408.48	\$3,408.48	\$7.02	<input type="radio"/> Single Life Allowance(OPTION 0)	\$3,595.38	\$0.00	\$7.41	<input type="radio"/> Five Year Certain	\$3,589.40	\$0.00	\$7.40	<input checked="" type="radio"/> Ten Year Certain	\$3,573.08	\$0.00	\$7.36	<input type="radio"/> Pop-Up Joint Allowance-25%	\$3,540.28	\$885.07	\$7.30	<input type="radio"/> Pop-Up Joint Allowance-50%	\$3,486.84	\$1,743.42	\$7.19	<input type="radio"/> Pop-Up Joint Allowance-75%	\$3,435.00	\$2,576.25	\$7.08	<input type="radio"/> Pop-Up Joint Allowance-100%	\$3,384.67	\$3,384.67	\$6.98
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<p>16.</p> <p>Scroll right until you see the Next button.</p>		<p>16</p> 																																																

Step	Action																																																													
<p>17.</p>	<p>Click the Next button.</p> <div data-bbox="268 240 462 285" style="border: 1px solid black; padding: 2px; width: fit-content; margin: 10px auto;">Next</div> <p>Note: If you fail to select an option a warning message will appear stating “You have not selected a retirement option, please click 'Cancel' and select an option or click 'Okay' to proceed.”</p> <p>If you select the "Okay" button, a second warning message will appear stating "If you fail to select an Option within the timeframe required by law you will be defaulted to an Option in accordance with Retirement and Social Security."</p>	 <p>The screenshot shows the Retirement Online NYSLRS website. At the top, it says "Retirement Online NYSLRS" and "Thomas P. DiNapoli State Comptroller". Below that, it says "NYSLRS Website • Account Homepage" and "You are signed in as [Name] [Last Name] Sign out".</p> <table border="1" data-bbox="674 542 1688 948"> <thead> <tr> <th></th> <th>Your Monthly Payment</th> <th>Your Beneficiary's Monthly Payment(if you die)</th> <th>Your Monthly Annuity Payment</th> <th>Your Annual Pension</th> </tr> </thead> <tbody> <tr><td></td><td>\$3,546.76</td><td>\$886.69</td><td>\$7.31</td><td>\$42,561.12</td></tr> <tr><td></td><td>\$3,499.44</td><td>\$1,749.72</td><td>\$7.21</td><td>\$41,993.28</td></tr> <tr><td></td><td>\$3,453.36</td><td>\$2,590.02</td><td>\$7.12</td><td>\$41,440.32</td></tr> <tr><td></td><td>\$3,408.48</td><td>\$3,408.48</td><td>\$7.02</td><td>\$40,901.76</td></tr> <tr><td></td><td>\$3,595.38</td><td>\$0.00</td><td>\$7.41</td><td>\$43,144.56</td></tr> <tr><td></td><td>\$3,589.40</td><td>\$0.00</td><td>\$7.40</td><td>\$43,072.80</td></tr> <tr><td></td><td>\$3,573.08</td><td>\$0.00</td><td>\$7.36</td><td>\$42,876.96</td></tr> <tr><td></td><td>\$3,540.28</td><td>\$885.07</td><td>\$7.30</td><td>\$42,483.36</td></tr> <tr><td></td><td>\$3,486.84</td><td>\$1,743.42</td><td>\$7.19</td><td>\$41,842.08</td></tr> <tr><td></td><td>\$3,435.00</td><td>\$2,576.25</td><td>\$7.08</td><td>\$41,220.00</td></tr> <tr><td></td><td>\$3,384.67</td><td>\$3,384.67</td><td>\$6.98</td><td>\$40,616.04</td></tr> </tbody> </table> <p>At the bottom right of the table, there are two buttons: "Back" and "Next". The "Next" button is highlighted with a red box, and the number "17" is circled in red next to it.</p>		Your Monthly Payment	Your Beneficiary's Monthly Payment(if you die)	Your Monthly Annuity Payment	Your Annual Pension		\$3,546.76	\$886.69	\$7.31	\$42,561.12		\$3,499.44	\$1,749.72	\$7.21	\$41,993.28		\$3,453.36	\$2,590.02	\$7.12	\$41,440.32		\$3,408.48	\$3,408.48	\$7.02	\$40,901.76		\$3,595.38	\$0.00	\$7.41	\$43,144.56		\$3,589.40	\$0.00	\$7.40	\$43,072.80		\$3,573.08	\$0.00	\$7.36	\$42,876.96		\$3,540.28	\$885.07	\$7.30	\$42,483.36		\$3,486.84	\$1,743.42	\$7.19	\$41,842.08		\$3,435.00	\$2,576.25	\$7.08	\$41,220.00		\$3,384.67	\$3,384.67	\$6.98	\$40,616.04
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Step	Action
<p>18.</p>	<p>The <i>Your Retirement Payment Option Beneficiaries</i> page will appear.</p> <p>The beneficiary you selected will be listed. Select the Beneficiary Type drop-down menu to choose a Beneficiary Type.</p> 

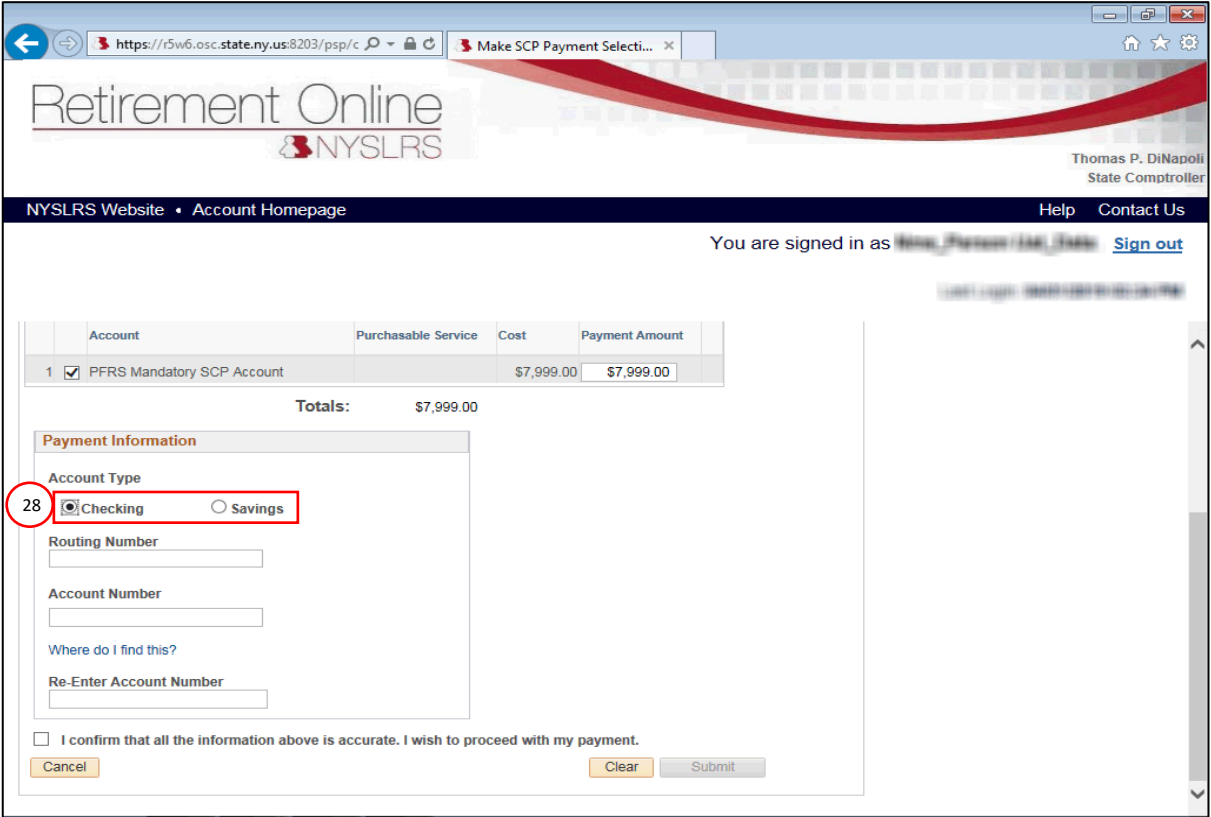
Step	Action													
<p>19.</p>	<p>Click in the Percent field, and enter the percent of the benefit this beneficiary should receive.</p> <p><input type="text"/></p> <p>Note: For “Certain” options, you may add beneficiaries at this step by using the Add New Option Beneficiary button. If you do not specify percentages, the benefit will be split equally.</p>	 <p>The screenshot shows the 'Retirement Online' interface for NYSLRS. The user is logged in as 'Thomas P. DiNapoli, State Comptroller'. The current step is '2 Retirement Option And Beneficiary'. A progress bar shows five steps: 1 Retirement Application, 2 Retirement Option And Beneficiary, 3 Additional Requests, 4 Payment Details, and 5 Final Steps. Below the progress bar, there is a section titled 'Your Retirement Payment Option Beneficiaries'. It contains instructions and a table with the following data:</p> <table border="1"> <thead> <tr> <th>Beneficiary Name</th> <th>Relationship</th> <th>Date of Birth</th> <th>Type</th> <th>Percent</th> <th>Remove</th> </tr> </thead> <tbody> <tr> <td>[Redacted]</td> <td>Spouse</td> <td>08/05/1961</td> <td>Primary</td> <td>19</td> <td>Remove</td> </tr> </tbody> </table> <p>At the bottom right of the table, there is an 'Add New Option Beneficiary' button. Below the table are 'Cancel', 'Back', and 'Next' buttons. A red arrow points from the 'Next' button towards the right.</p>	Beneficiary Name	Relationship	Date of Birth	Type	Percent	Remove	[Redacted]	Spouse	08/05/1961	Primary	19	Remove
Beneficiary Name	Relationship	Date of Birth	Type	Percent	Remove									
[Redacted]	Spouse	08/05/1961	Primary	19	Remove									
<p>20.</p>	<p>Scroll right until you see the Next button.</p>													

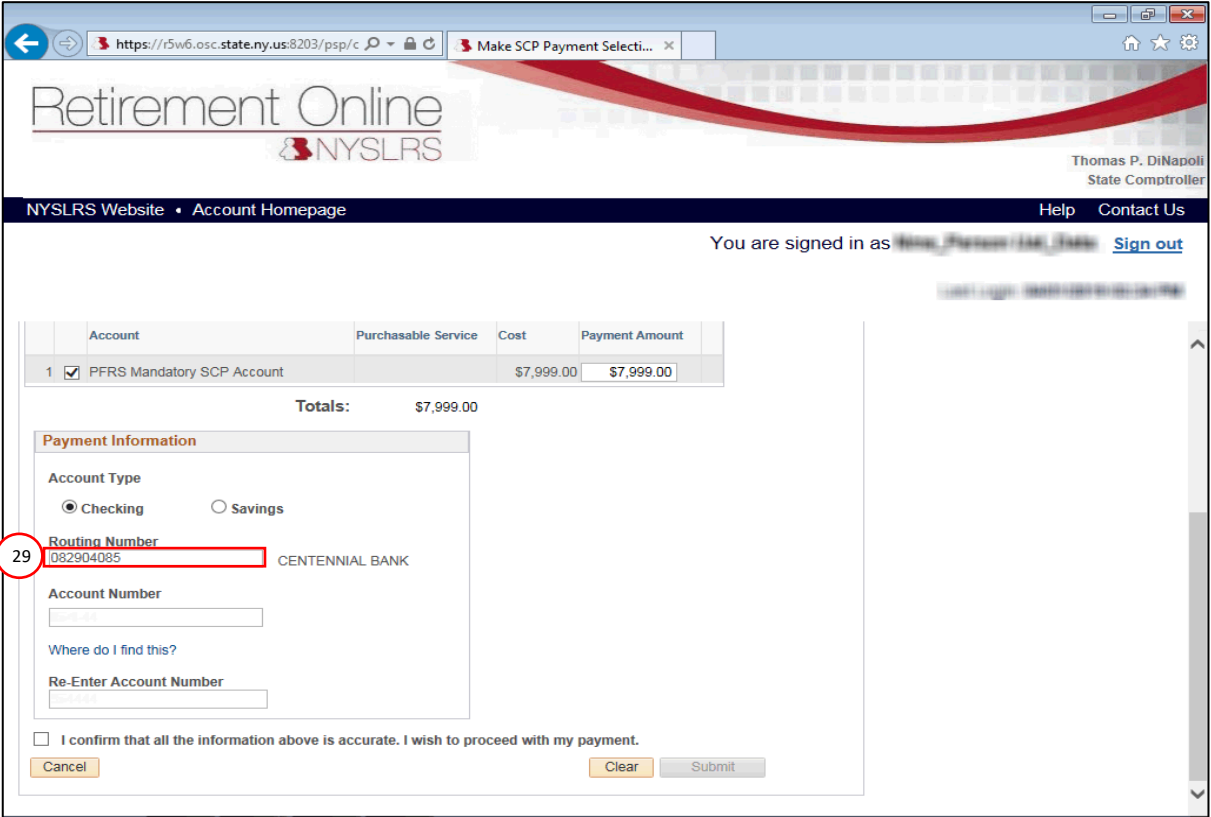
Step	Action	
<p>21.</p>	<p>Click the Next button.</p> <p></p>	

Step	Action	
<p>22.</p> <p>If you have an outstanding balance on a loan or a possible service credit purchase, the <i>Pay Outstanding Balances</i> page will appear. To pay your outstanding balances, click the appropriate option to select your payment method.</p> <p><input type="checkbox"/></p> <p>Note: This option won't appear if you don't have excess contributions available. Most members will not have excess contributions available. To pay online, continue to steps 25-34. If you selected to pay using excess contributions, continue to steps 35-36. If you selected to pay by check, continue to step 37. If you don't want to (or don't need to) make a payment now, continue to step 38.</p>		
<p>23.</p>	<p>Click the Next button.</p> <p><input type="button" value="Next"/></p>	

Step	Action													
<p>24.</p>	<p>The <i>Make a One-Time Payment</i> page will appear. Click the appropriate option to indicate whether you want to pay a specific amount or pay off a specific account.</p>	<p>Retirement Online NYSLRS</p> <p>Thomas P. DiNapoli State Comptroller</p> <p>NYSLRS Website • Account Homepage Help Contact Us</p> <p>You are signed in as [User Name] Sign out</p> <p>Retirement System PFRS</p> <p>Make a One-Time Service Credit Purchase Payment</p> <p><input type="radio"/> Specify Amount to Pay</p> <p>Note Your payment will be applied to any mandatory service credit balance first and then to any optional or military service credit balance.</p> <p><input type="radio"/> Total Balance <input type="text" value="\$7,999.00"/></p> <p><input type="radio"/> Other Amount <input type="text"/></p> <p>24 <input checked="" type="radio"/> Specify Accounts to Pay</p> <p>Service Credit Account Summary</p> <table border="1"> <thead> <tr> <th>Account</th> <th>Purchasable Service</th> <th>Cost</th> <th>Payment Amount</th> </tr> </thead> <tbody> <tr> <td>1 <input type="checkbox"/> PFRS Mandatory SCP Account</td> <td></td> <td>\$7,999.00</td> <td></td> </tr> <tr> <td colspan="2">Totals:</td> <td>\$7,999.00</td> <td></td> </tr> </tbody> </table> <p>Payment Information</p> <p>Account Type</p> <p><input type="radio"/> Checking <input checked="" type="radio"/> Savings</p>	Account	Purchasable Service	Cost	Payment Amount	1 <input type="checkbox"/> PFRS Mandatory SCP Account		\$7,999.00		Totals:		\$7,999.00	
Account	Purchasable Service	Cost	Payment Amount											
1 <input type="checkbox"/> PFRS Mandatory SCP Account		\$7,999.00												
Totals:		\$7,999.00												

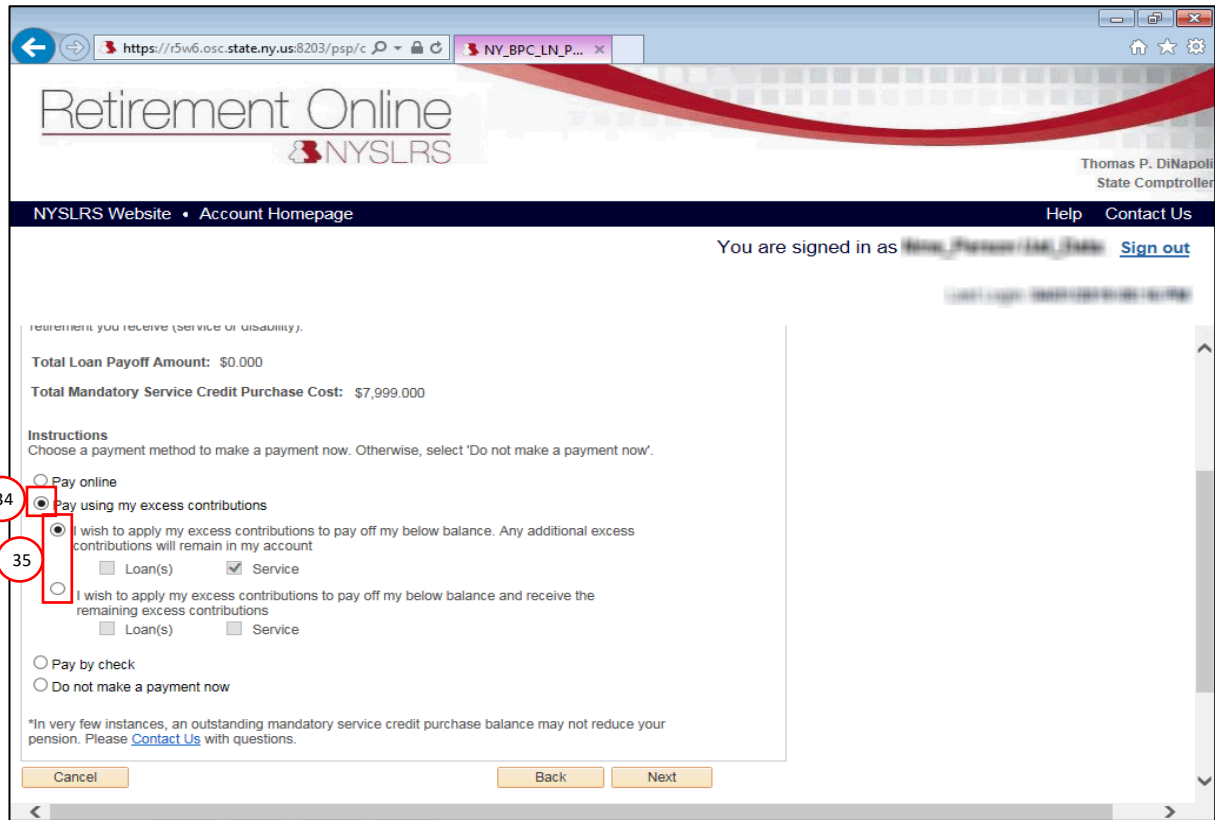
Step	Action	
25	Check the box next to the desired Account(s) you are looking to apply payment towards. <input type="checkbox"/>	
26	Click in the Payment Amount field, and enter the amount you want to pay. <input type="text"/>	
27	Scroll down until you see the 'Payment Information' section.	

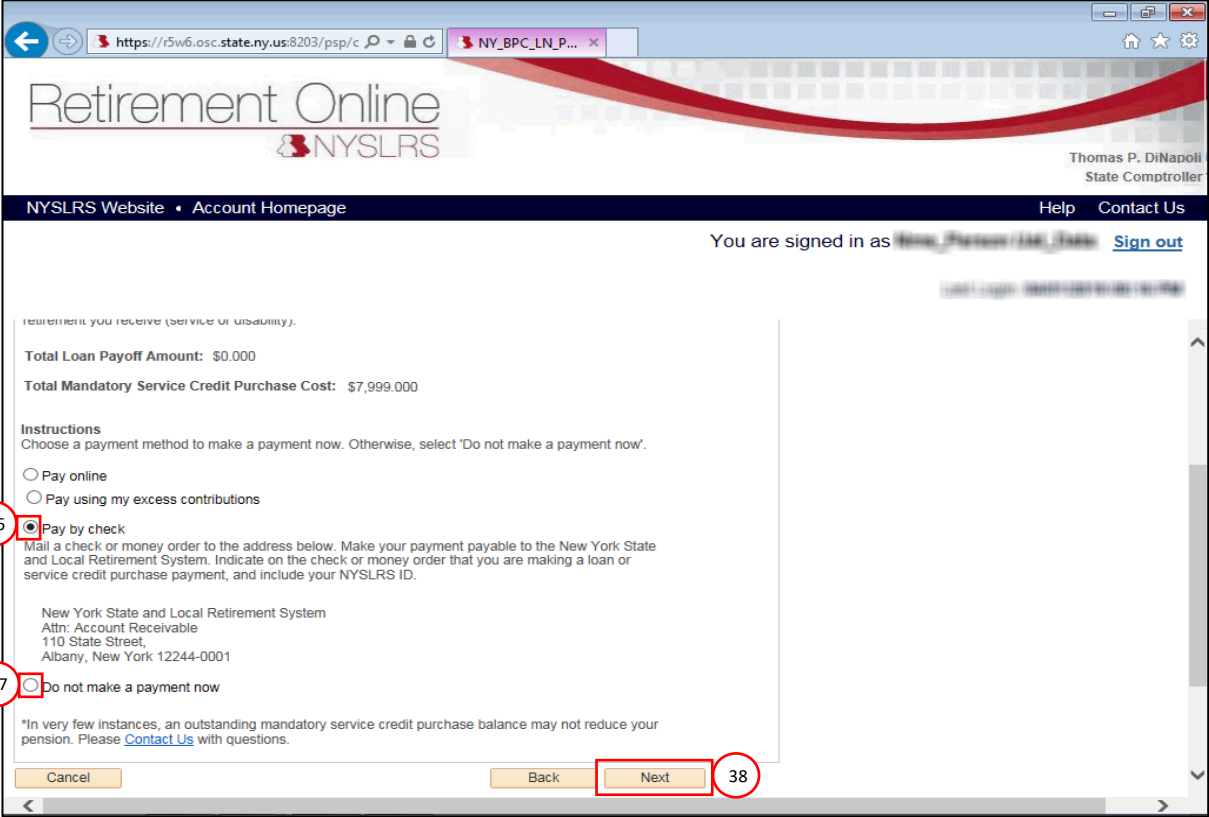
Step	Action													
<p>28</p>	<p>Next, you need to enter your payment information. Click the appropriate option to indicate whether you are using a checking or savings account to make your payment.</p> <p><input type="checkbox"/></p>	 <p>The screenshot shows the 'Retirement Online' website for NYSLRS. The user is signed in as 'Thomas P. DiNapoli, State Comptroller'. The page title is 'Make SCP Payment Selection'. A table lists the account details:</p> <table border="1"> <thead> <tr> <th>Account</th> <th>Purchasable Service</th> <th>Cost</th> <th>Payment Amount</th> </tr> </thead> <tbody> <tr> <td>1 <input checked="" type="checkbox"/> PFRS Mandatory SCP Account</td> <td></td> <td>\$7,999.00</td> <td>\$7,999.00</td> </tr> <tr> <td colspan="2">Totals:</td> <td>\$7,999.00</td> <td></td> </tr> </tbody> </table> <p>Below the table is the 'Payment Information' section:</p> <ul style="list-style-type: none"> Account Type: <input checked="" type="radio"/> Checking <input type="radio"/> Savings Routing Number: <input type="text"/> Account Number: <input type="text"/> Where do I find this?: Link Re-Enter Account Number: <input type="text"/> <p>At the bottom, there is a confirmation checkbox: <input type="checkbox"/> I confirm that all the information above is accurate. I wish to proceed with my payment. Buttons for 'Cancel', 'Clear', and 'Submit' are also present.</p>	Account	Purchasable Service	Cost	Payment Amount	1 <input checked="" type="checkbox"/> PFRS Mandatory SCP Account		\$7,999.00	\$7,999.00	Totals:		\$7,999.00	
Account	Purchasable Service	Cost	Payment Amount											
1 <input checked="" type="checkbox"/> PFRS Mandatory SCP Account		\$7,999.00	\$7,999.00											
Totals:		\$7,999.00												

Step	Action	
<p>29.</p>	<p>Click in the Routing Number field, and enter your financial institution's routing number.</p> <div data-bbox="268 363 615 394" style="border: 1px solid black; height: 19px; width: 165px; margin-bottom: 10px;"></div> <p>Note: Once you enter the routing number, the institution's name will appear.</p>	

Step	Action	
30	Click in the Account Number field, and enter your account number. <input type="text"/>	
31	Click in the Re-Enter Account Number field, and enter your account number again. <input type="text"/>	
32	Click the box next to 'I confirm that all the...' to confirm your payment information. <input type="checkbox"/>	
33	Click the Submit button, and skip to step 40. <input type="button" value="Submit"/>	

Step	Action
34.	<p>To pay using excess contribution, select the Pay using my excess contributions option.</p> <input data-bbox="268 354 317 397" type="checkbox"/>
35.	<p>You will need to decide what to do with any excess contributions remaining after the balance is paid.</p> <p>Check the box associated with your choice to indicate which balance or balances you'd like to pay.</p> <input data-bbox="268 768 317 808" type="checkbox"/> <p>Click the Next button and continue to step 40.</p> <input data-bbox="268 922 466 971" type="button" value="Next"/>



Step	Action	
36	When you select check as your payment method, instructions to mail your payment to NYSLRS will appear. <input type="checkbox"/>	 <p>The screenshot shows the Retirement Online NYSLRS website. The user is signed in as Thomas P. DiNapoli, State Comptroller. The page displays account information including a Total Loan Payoff Amount of \$0.000 and a Total Mandatory Service Credit Purchase Cost of \$7,999,000. Under the 'Instructions' section, the user is prompted to choose a payment method. The 'Pay by check' option is selected, and instructions for mailing a check are provided, including the address: New York State and Local Retirement System, Attn: Account Receivable, 110 State Street, Albany, New York 12244-0001. At the bottom of the page, there are 'Cancel', 'Back', and 'Next' buttons. The 'Next' button is highlighted with a red box and labeled with the number 38.</p>
37	If you decide not to pay your balances now, you should know that retiring with an outstanding balance can significantly reduce your retirement benefit. <input type="checkbox"/>	<input type="checkbox"/>
38	Click the Next button. <input type="button" value="Next"/>	<input type="checkbox"/>

Step	Action
<p>39.</p>	<p>The <i>Your Employment History</i> page will appear. Review this information.</p> <p>Scroll down until you see the ‘Additional Employment’ section. Here, you will add any public employers that might be missing from your employment history to make sure you get credit for all your service.</p> <p>Note: If you do not have additional employment, continue to step 47.</p>

Retirement Online
NYSLRS

Thomas P. DiNapoli
State Comptroller

NYSLRS Website • Account Homepage Help Contact Us

You are signed in as [Name, Password \(123, 12345\)](#) [Sign out](#)

New Window | Help | Personalize Page

1 Retirement Application 2 Retirement Option And Beneficiary 3 Additional Requests 4 Payment Details 5 Final Steps

Apply to Retire

Your Employment History

According to our records, the following public employers reported service credit for you that may count toward your pension benefit.


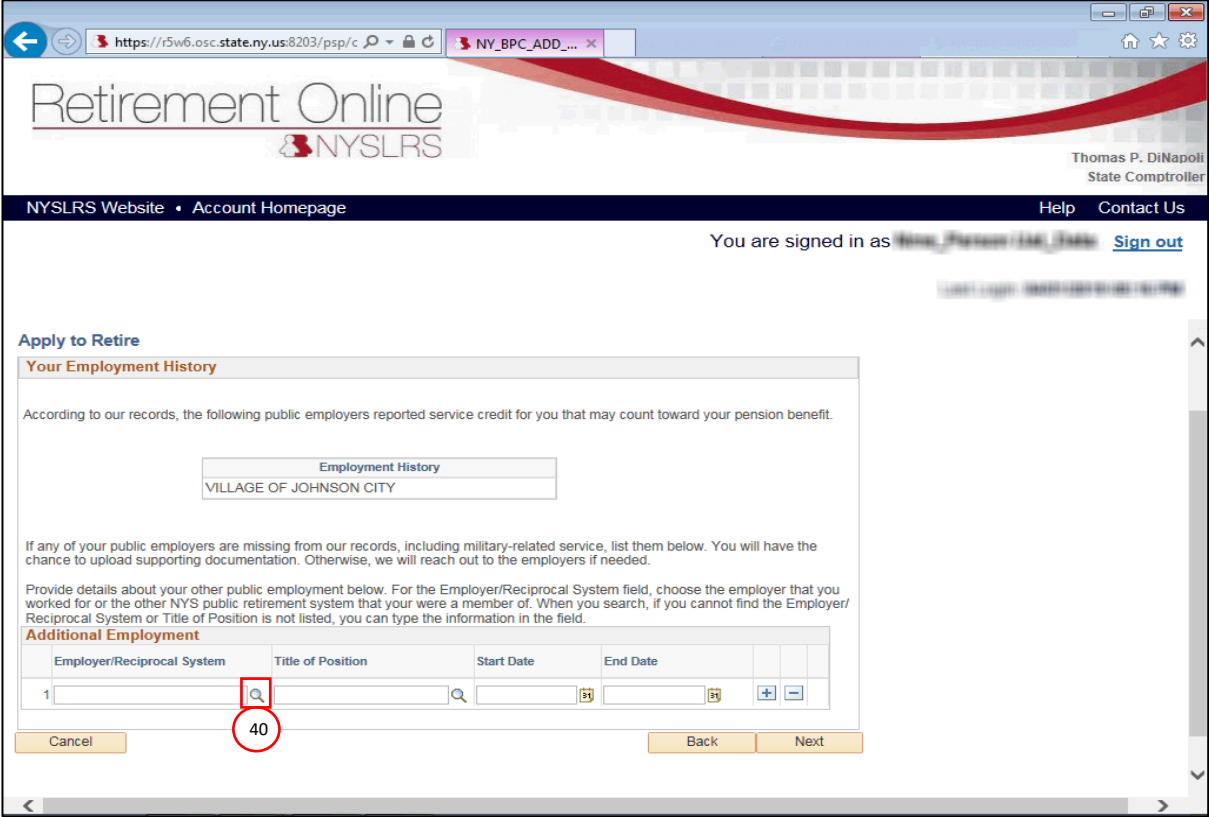
Employment History
VILLAGE OF JOHNSON CITY

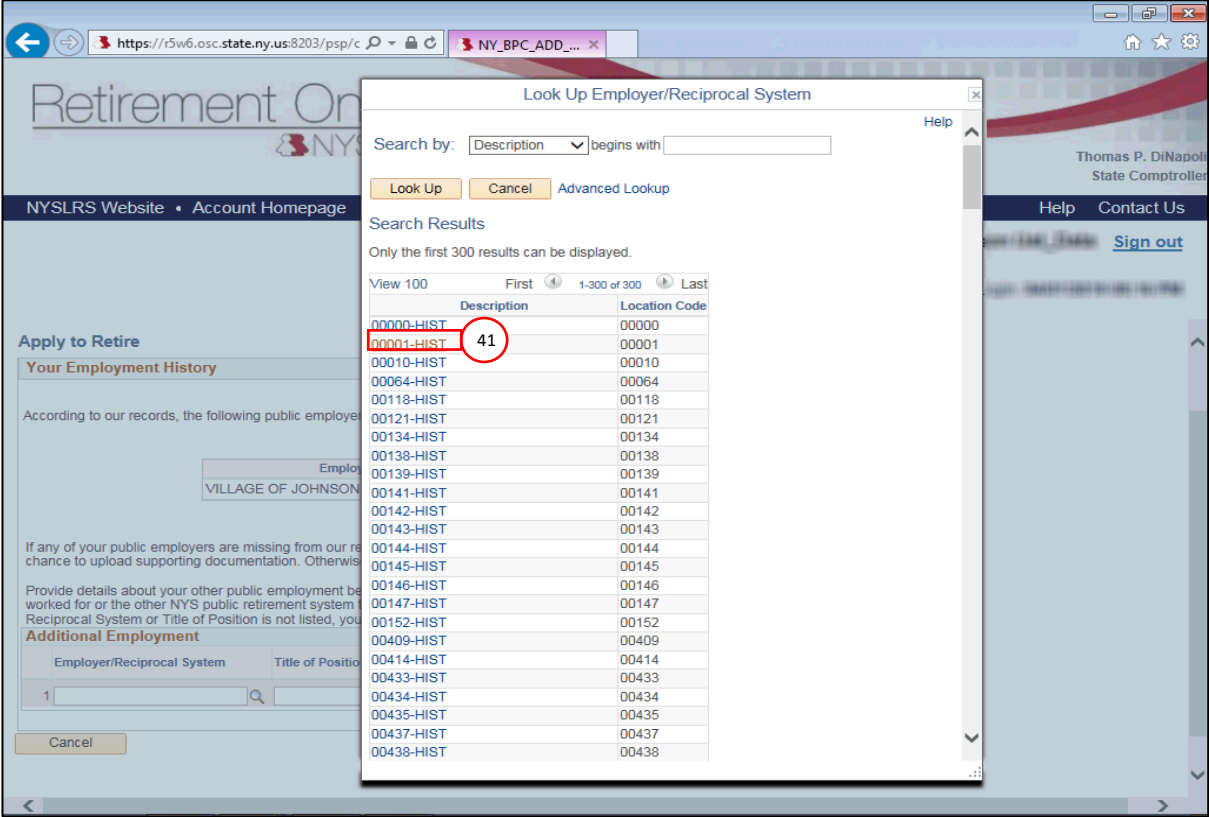
If any of your public employers are missing from our records, including military-related service, list them below. You will have the chance to upload supporting documentation. Otherwise, we will reach out to the employers if needed.


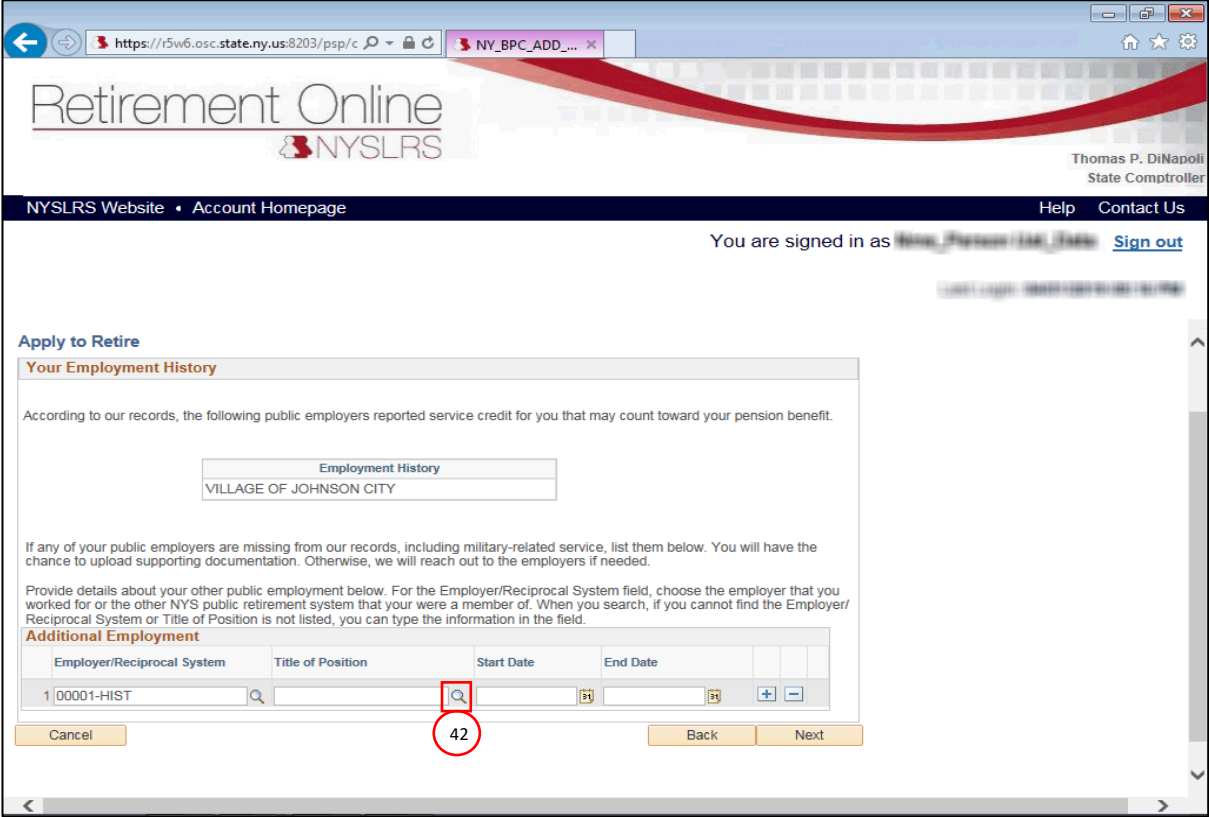
Provide details about your other public employment below. For the Employer/Reciprocal System field, choose the employer that you worked for or the other NYS public retirement system that you were a member of. When you search, if you cannot find the Employer/ Reciprocal System or Title of Position is not listed, you can type the information in the field.

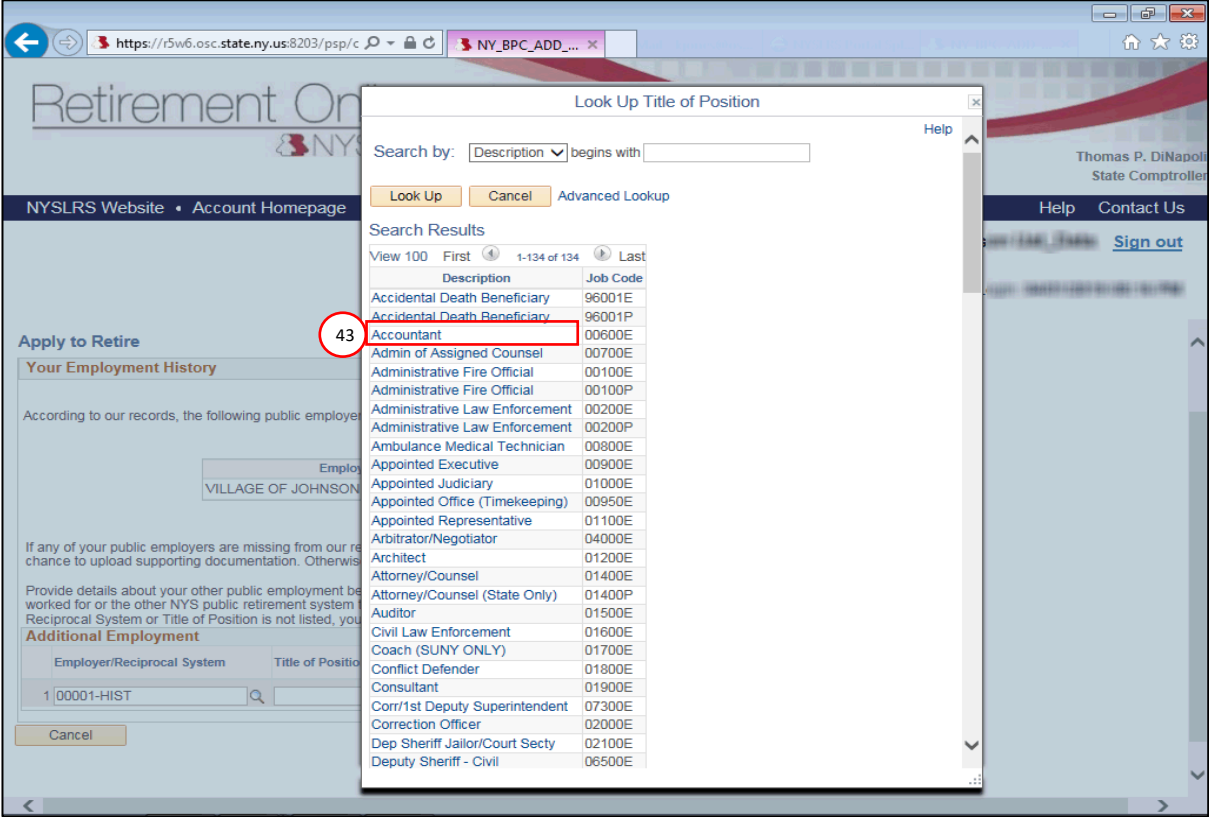
Additional Employment

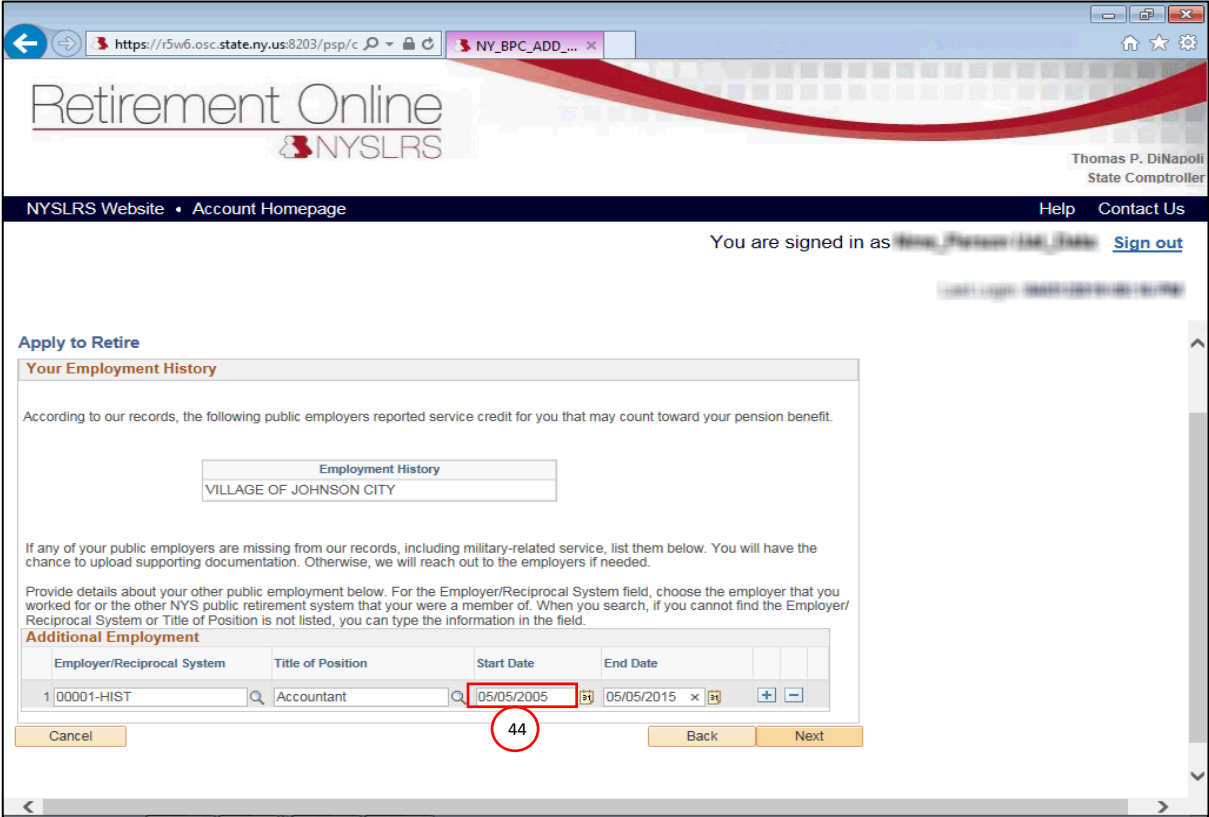
Employer/Reciprocal System	Title of Position	Start Date	End Date		
1					

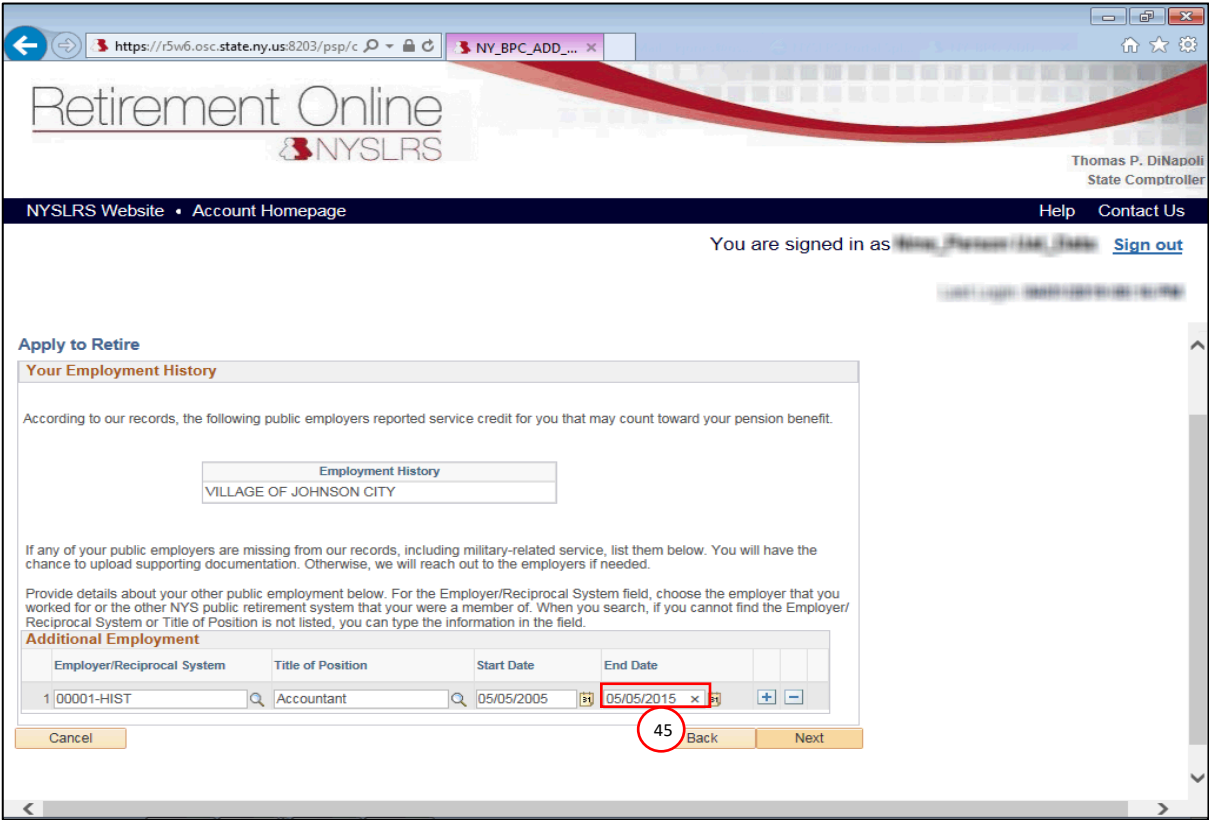
Step	Action		
<p>40.</p> <p>Click the Look Up icon next to the Employer/Reciprocal System field to choose from a list of public employers and reciprocal systems accepted by NYSLRS.</p>  <p>Note: A reciprocal retirement system is a public New York State retirement system other than the one you are retiring from. Later steps will ask if you wish to transfer or reinstate a membership from a reciprocal retirement system.</p>	 <p>The screenshot shows the NYSLRS Retirement Online portal. The page title is "Retirement Online" with the NYSLRS logo. The user is signed in as "Thomas P. DiNapoli, State Comptroller". The page content includes a navigation bar with "NYSLRS Website" and "Account Homepage". The main section is titled "Apply to Retire" and contains two main parts: "Your Employment History" and "Additional Employment".</p> <p>Your Employment History: A table with the following data:</p> <table border="1"> <thead> <tr> <th>Employment History</th> </tr> </thead> <tbody> <tr> <td>VILLAGE OF JOHNSON CITY</td> </tr> </tbody> </table> <p>Additional Employment: A table with the following columns: Employer/Reciprocal System, Title of Position, Start Date, End Date. The first row is partially filled with "1" in the first column. A magnifying glass icon is highlighted in the "Employer/Reciprocal System" field.</p> <p>Buttons at the bottom include "Cancel", "Back", and "Next".</p>	Employment History	VILLAGE OF JOHNSON CITY
Employment History			
VILLAGE OF JOHNSON CITY			

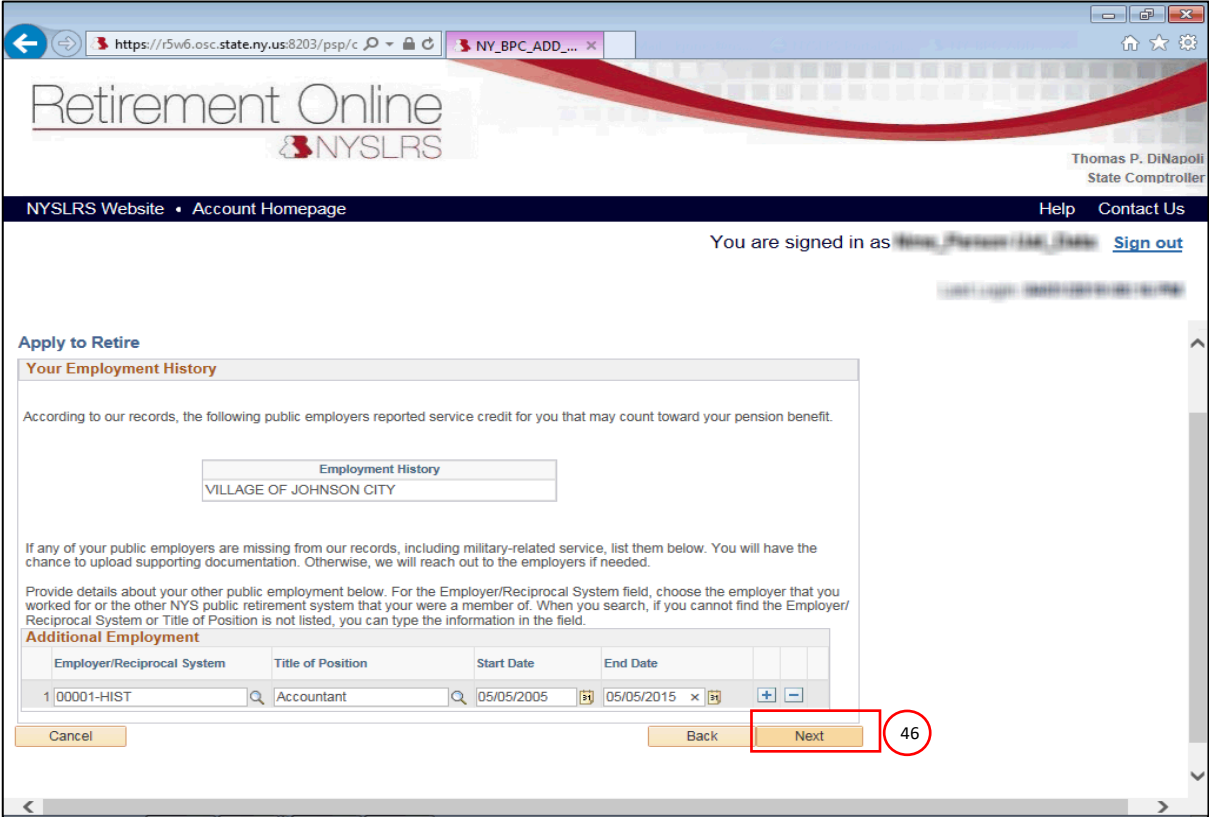
Step	Action																																																		
<p>41.</p>	<p>The 'Look Up Employer/Reciprocal System' pop-up will appear. Select the appropriate Description link.</p> <p>Note: The location code of the employer or reciprocal system is required.</p>  <table border="1" data-bbox="1037 277 1656 980"> <thead> <tr> <th>Description</th> <th>Location Code</th> </tr> </thead> <tbody> <tr> <td>00000-HIST</td> <td>00000</td> </tr> <tr> <td>00001-HIST</td> <td>00001</td> </tr> <tr> <td>00010-HIST</td> <td>00010</td> </tr> <tr> <td>00064-HIST</td> <td>00064</td> </tr> <tr> <td>00118-HIST</td> <td>00118</td> </tr> <tr> <td>00121-HIST</td> <td>00121</td> </tr> <tr> <td>00134-HIST</td> <td>00134</td> </tr> <tr> <td>00138-HIST</td> <td>00138</td> </tr> <tr> <td>00139-HIST</td> <td>00139</td> </tr> <tr> <td>00141-HIST</td> <td>00141</td> </tr> <tr> <td>00142-HIST</td> <td>00142</td> </tr> <tr> <td>00143-HIST</td> <td>00143</td> </tr> <tr> <td>00144-HIST</td> <td>00144</td> </tr> <tr> <td>00145-HIST</td> <td>00145</td> </tr> <tr> <td>00146-HIST</td> <td>00146</td> </tr> <tr> <td>00147-HIST</td> <td>00147</td> </tr> <tr> <td>00152-HIST</td> <td>00152</td> </tr> <tr> <td>00409-HIST</td> <td>00409</td> </tr> <tr> <td>00414-HIST</td> <td>00414</td> </tr> <tr> <td>00433-HIST</td> <td>00433</td> </tr> <tr> <td>00434-HIST</td> <td>00434</td> </tr> <tr> <td>00435-HIST</td> <td>00435</td> </tr> <tr> <td>00437-HIST</td> <td>00437</td> </tr> <tr> <td>00438-HIST</td> <td>00438</td> </tr> </tbody> </table>	Description	Location Code	00000-HIST	00000	00001-HIST	00001	00010-HIST	00010	00064-HIST	00064	00118-HIST	00118	00121-HIST	00121	00134-HIST	00134	00138-HIST	00138	00139-HIST	00139	00141-HIST	00141	00142-HIST	00142	00143-HIST	00143	00144-HIST	00144	00145-HIST	00145	00146-HIST	00146	00147-HIST	00147	00152-HIST	00152	00409-HIST	00409	00414-HIST	00414	00433-HIST	00433	00434-HIST	00434	00435-HIST	00435	00437-HIST	00437	00438-HIST	00438
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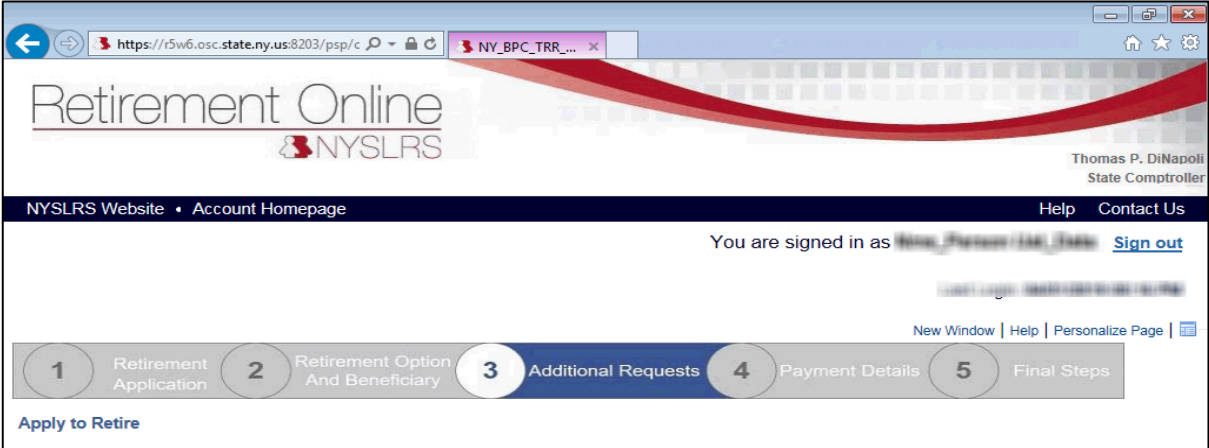
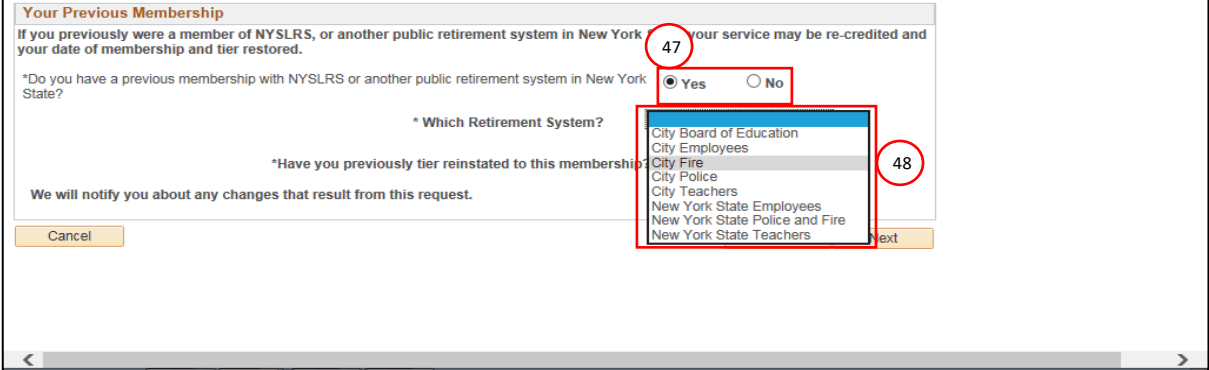
Step	Action
<p>42.</p>	<p>The <i>Your Employment History</i> page will appear. Click the Look Up icon next to the Title of Position field to view a list of NYSLRS job tile descriptions and their corresponding job codes.</p>  



Step	Action
<p>43.</p>	<p>The 'Look Up Title of Position' pop-up will appear. Select the Description that most closely matches your job title for this employer. If you aren't certain what to select, choose "General."</p> 

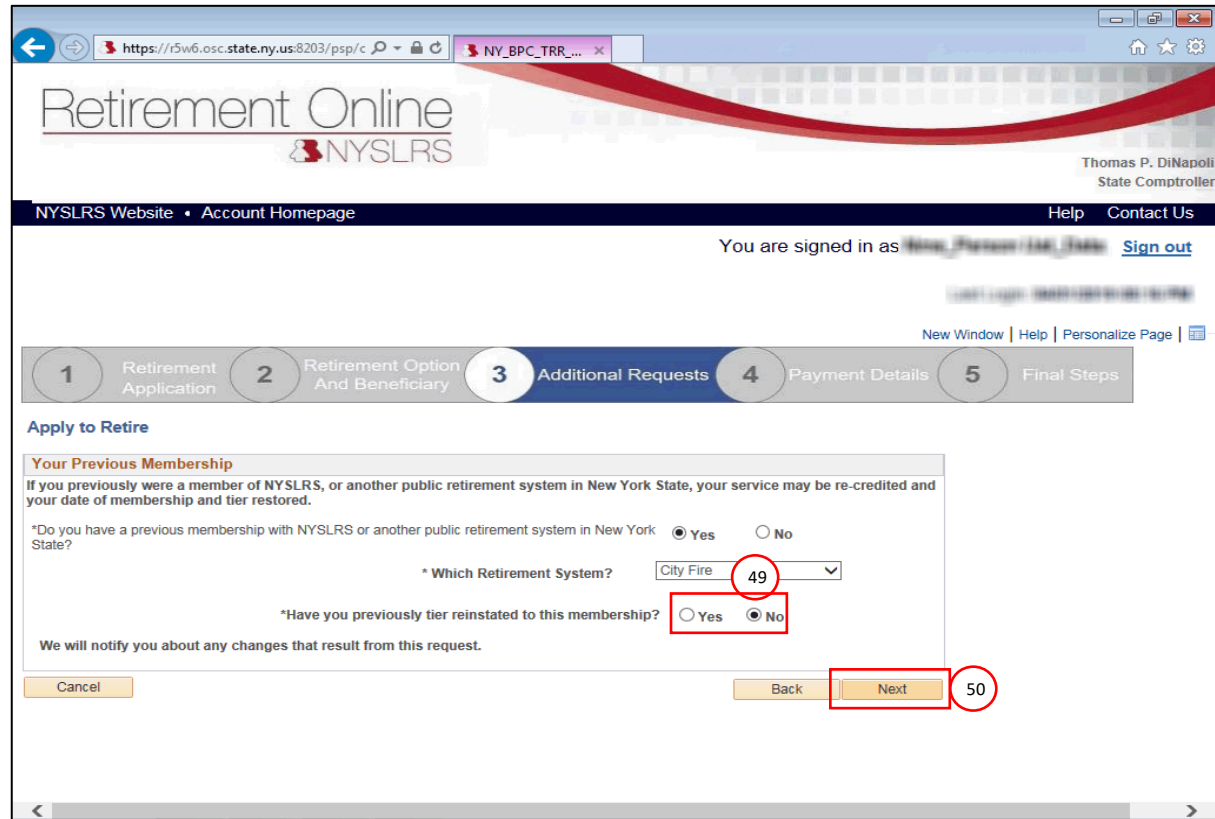
Step	Action									
<p>44.</p>	<p>The <i>Your Employment History</i> page will appear. Click in the Start Date field, and enter your start date using the MM/DD/YYYY format.</p> <p><input type="text"/></p> <p>Note: You may also use the Calendar icon next to the field to select a date.</p>	 <p>The screenshot shows the Retirement Online NYSLRS website. The user is signed in as Thomas P. DiNapoli, State Comptroller. The page displays the 'Your Employment History' section, which includes a table for 'Additional Employment'. The 'Start Date' field in this table is highlighted with a red box and the number 44, indicating the step in the process.</p> <table border="1" data-bbox="699 829 1507 911"> <thead> <tr> <th>Employer/Reciprocal System</th> <th>Title of Position</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>1 00001-HIST</td> <td>Accountant</td> <td>05/05/2005</td> <td>05/05/2015</td> </tr> </tbody> </table>	Employer/Reciprocal System	Title of Position	Start Date	End Date	1 00001-HIST	Accountant	05/05/2005	05/05/2015
Employer/Reciprocal System	Title of Position	Start Date	End Date							
1 00001-HIST	Accountant	05/05/2005	05/05/2015							

Step	Action	
<p>45.</p>	<p>Click in the End Date field, and enter your end date using the MM/DD/YYYY format.</p> <div data-bbox="268 358 371 401" style="border: 1px solid black; width: 49px; height: 26px; margin-bottom: 10px;"></div> <p>Note: You may also use the Calendar icon next to the field to select a date.</p>	 <p>The screenshot shows the NYSLRS Retirement Online interface. At the top, it says 'Retirement Online' and 'NYSLRS'. The user is signed in as Thomas P. DiNapoli, State Comptroller. The main heading is 'Apply to Retire'. Under 'Your Employment History', there is a table with one entry: 'VILLAGE OF JOHNSON CITY'. Below this, there is a section for 'Additional Employment' with a table. The table has columns for 'Employer/Reciprocal System', 'Title of Position', 'Start Date', and 'End Date'. The first row contains: '1 00001-HIST', 'Accountant', '05/05/2005', and '05/05/2015'. The 'End Date' field is highlighted with a red box and a circled '45'. Below the table are 'Cancel', 'Back', and 'Next' buttons.</p>

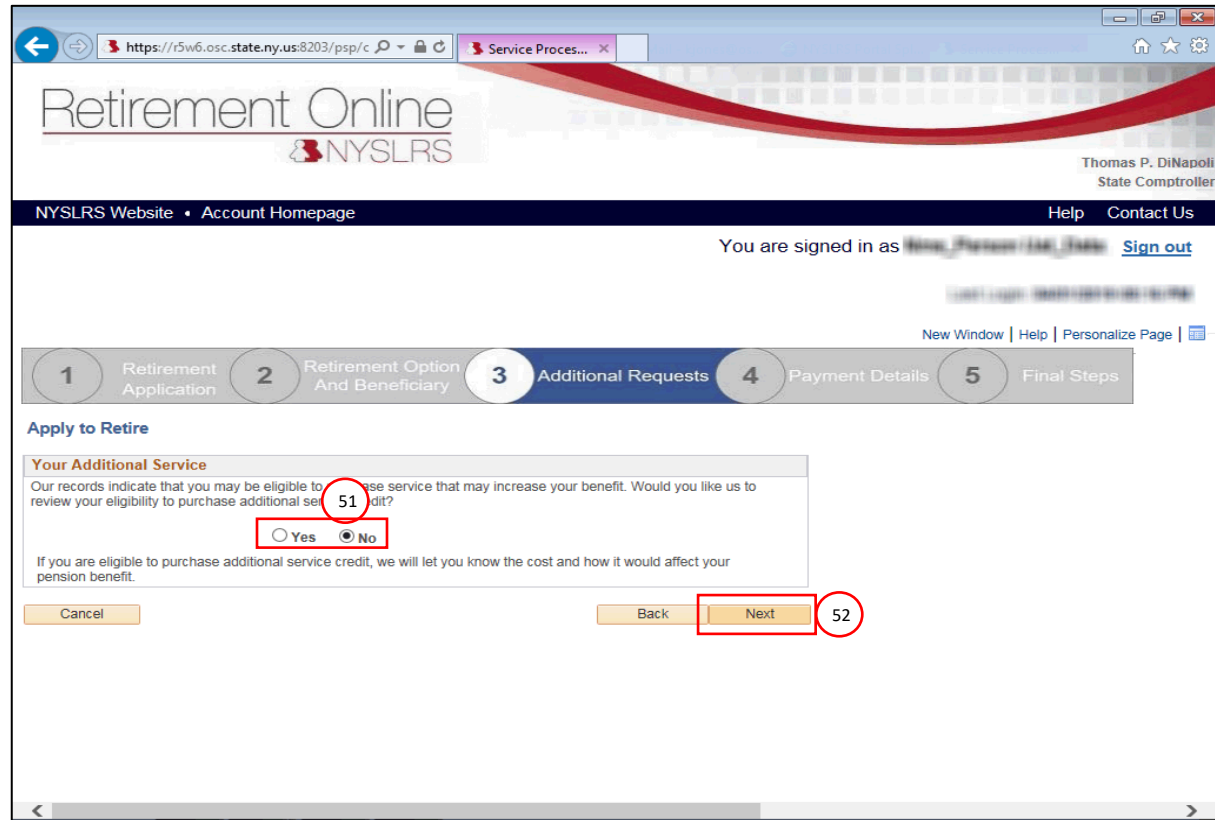
Step	Action	
<p>46.</p>	<p>If you would like to add an additional previous employer, click the + button next to the employer you just added.</p> <p>If not, click the Next button.</p> <div data-bbox="275 516 466 561" style="border: 1px solid black; padding: 2px; width: fit-content; margin: 10px auto;">Next</div>	 <p>The screenshot shows the Retirement Online NYSLRS website. The user is signed in as Thomas P. DiNapoli, State Comptroller. The page title is 'Retirement Online NYSLRS'. The main content area is titled 'Apply to Retire' and includes a section for 'Your Employment History'. Below this, there is a table for 'Additional Employment' with columns for Employer/Reciprocal System, Title of Position, Start Date, and End Date. The 'Next' button is highlighted with a red circle and the number 46.</p>

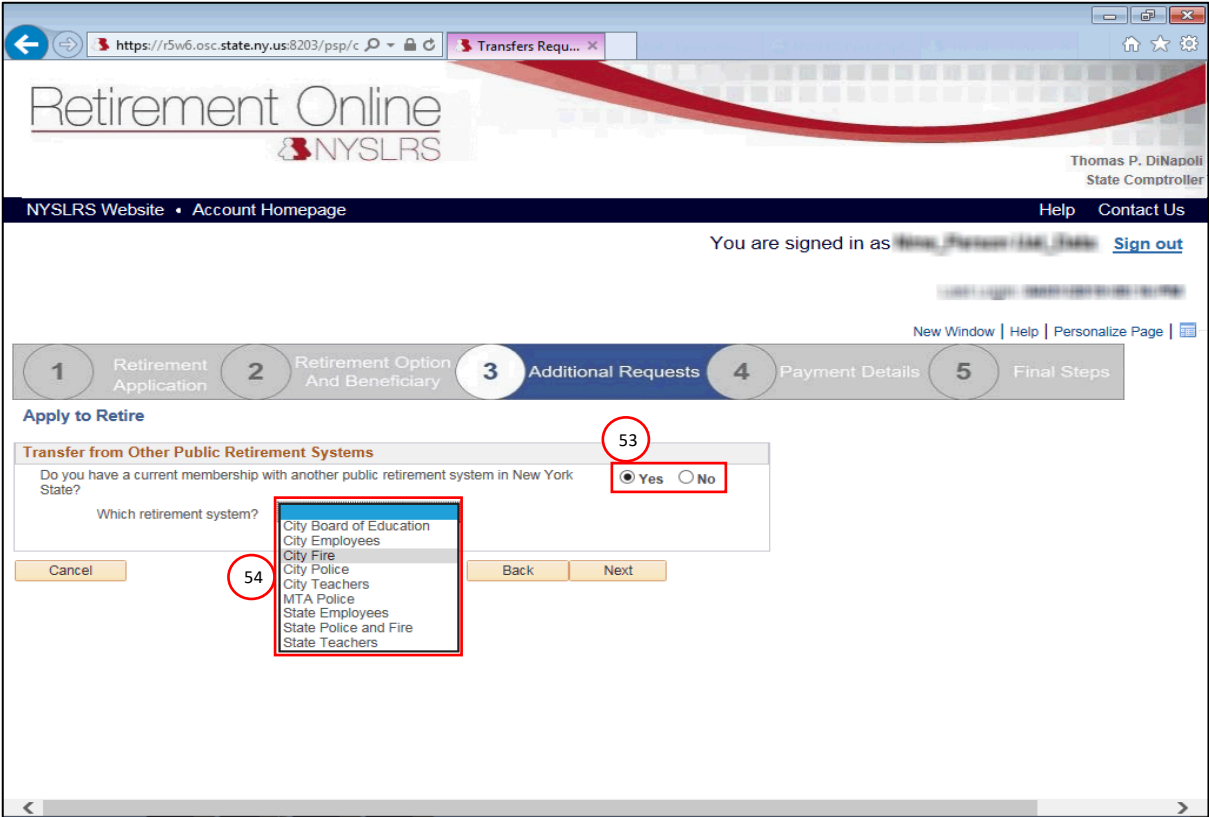
Step	Action	
<p>47.</p> <p>The <i>Your Previous Membership</i> page will appear.</p> <p>Click the appropriate option to indicate whether you have a previous membership (other than the membership from which you're retiring) with a public retirement system in New York State.</p> <p><input type="radio"/></p> <p>Note: If you select no, continue to step 52.</p>		 <p>Retirement Online NYSLRS</p> <p>Thomas P. DiNapoli State Comptroller</p> <p>NYSLRS Website • Account Homepage Help Contact Us</p> <p>You are signed in as New Person (14, 1444) Sign out</p> <p>New Window Help Personalize Page </p> <p>1 Retirement Application 2 Retirement Option And Beneficiary 3 Additional Requests 4 Payment Details 5 Final Steps</p> <p>Apply to Retire</p> <p>Your Previous Membership</p> <p>If you previously were a member of NYSLRS, or another public retirement system in New York State, your service may be re-credited and your date of membership and tier restored.</p> <p>*Do you have a previous membership with NYSLRS or another public retirement system in New York State? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>* Which Retirement System?</p> <p>*Have you previously tier reinstated to this membership?</p> <p>We will notify you about any changes that result from this request.</p> <p>Cancel Next</p>
<p>48.</p> <p>Select Which Retirement System? drop-down to choose a retirement system.</p> <p><input type="text"/></p>		 <p>City Board of Education</p> <p>City Employees</p> <p>City Fire</p> <p>City Police</p> <p>City Teachers</p> <p>New York State Employees</p> <p>New York State Police and Fire</p> <p>New York State Teachers</p>

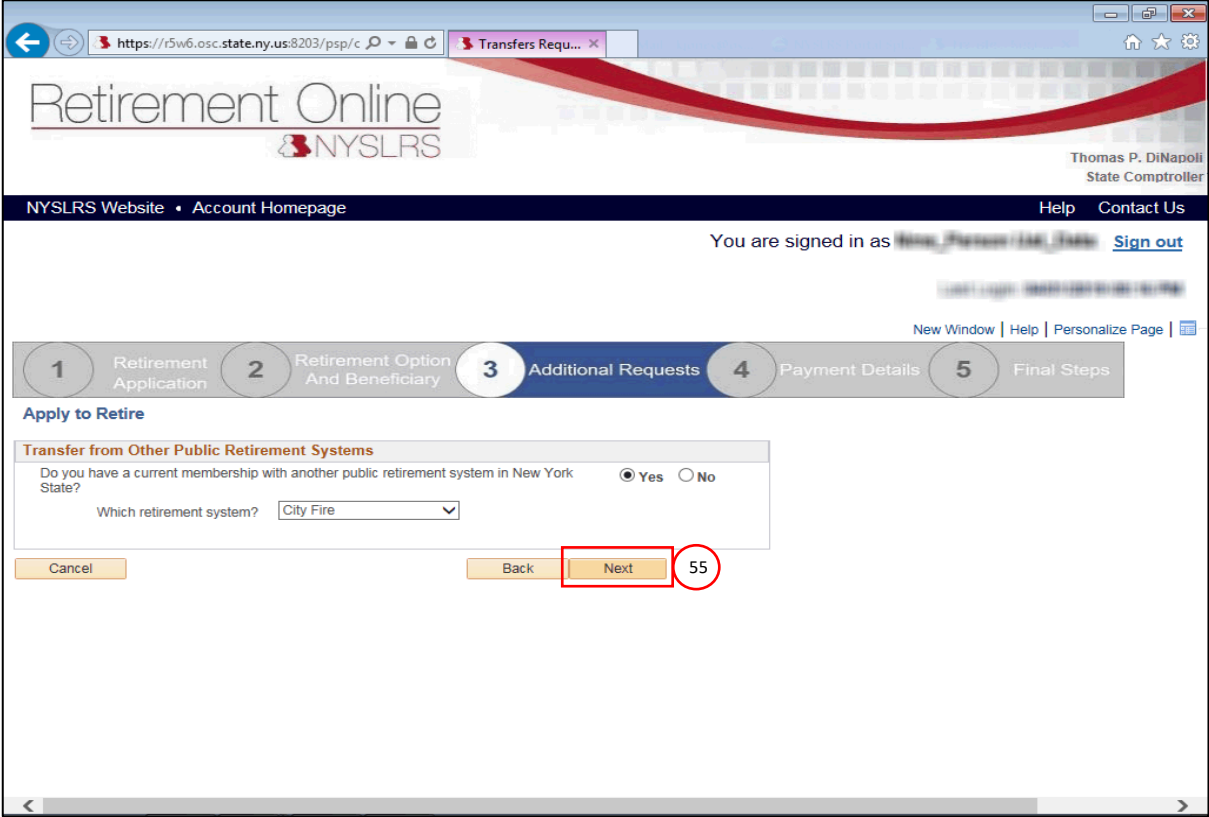
Step	Action
49.	<p>Click the appropriate option to indicate whether you already reinstated this membership with NYSLRS. If you aren't certain, contact us for assistance (www.contactNYSLRS.com)</p> 
50.	<p>Click the Next button.</p> 

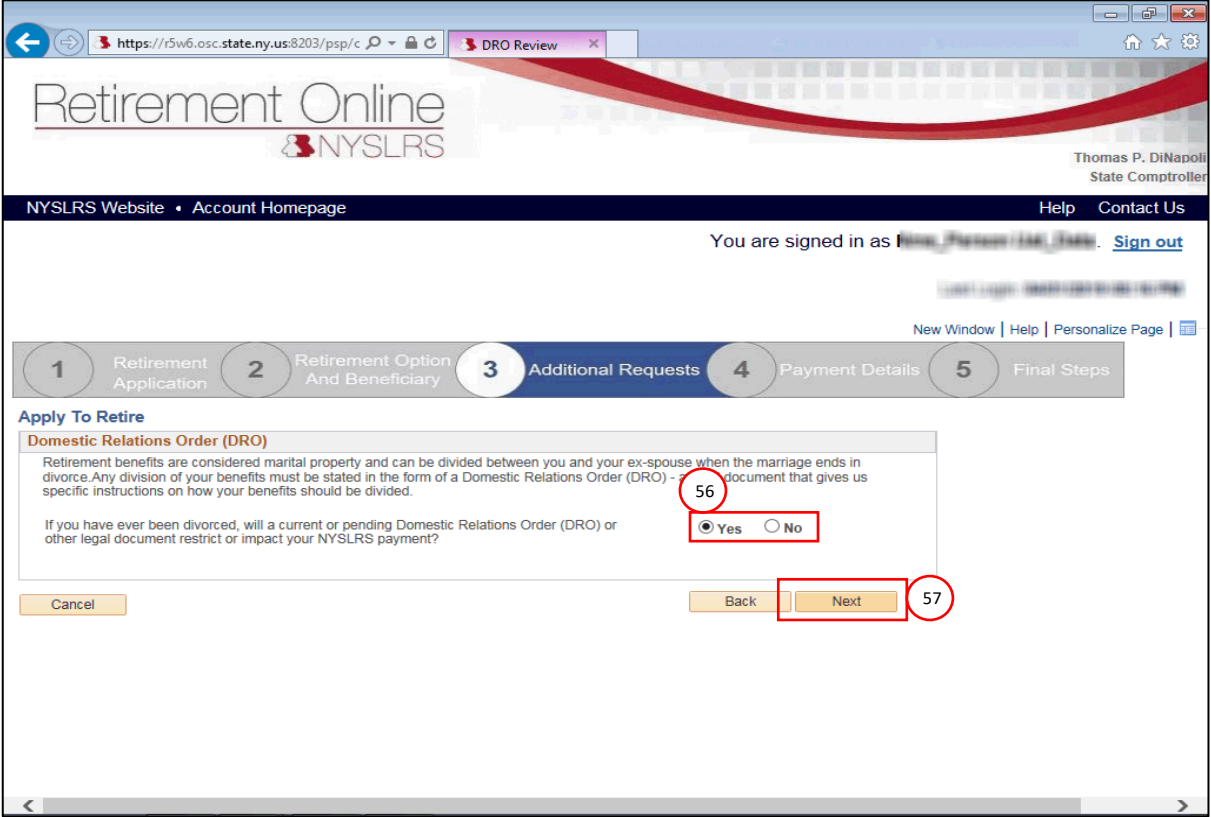



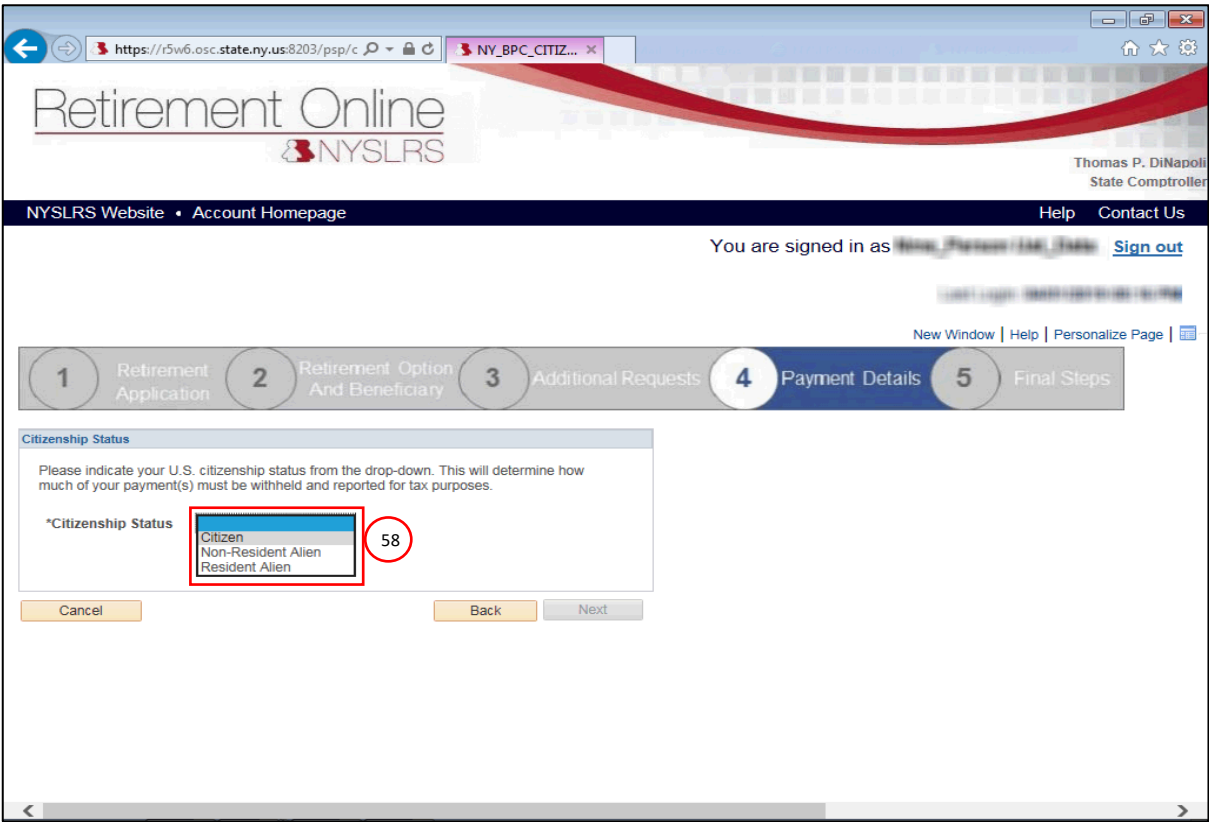
Step	Action
<p>51.</p>	<p>The <i>Your Additional Service</i> page will appear if you have service credit on file and available to purchase.</p> <p>Click the appropriate option to indicate whether you would like NYSLRS to provide you with a cost for this additional service credit.</p> <p><input type="radio"/></p>
<p>52.</p>	<p>Click the Next button.</p> <p><input type="button" value="Next"/></p>

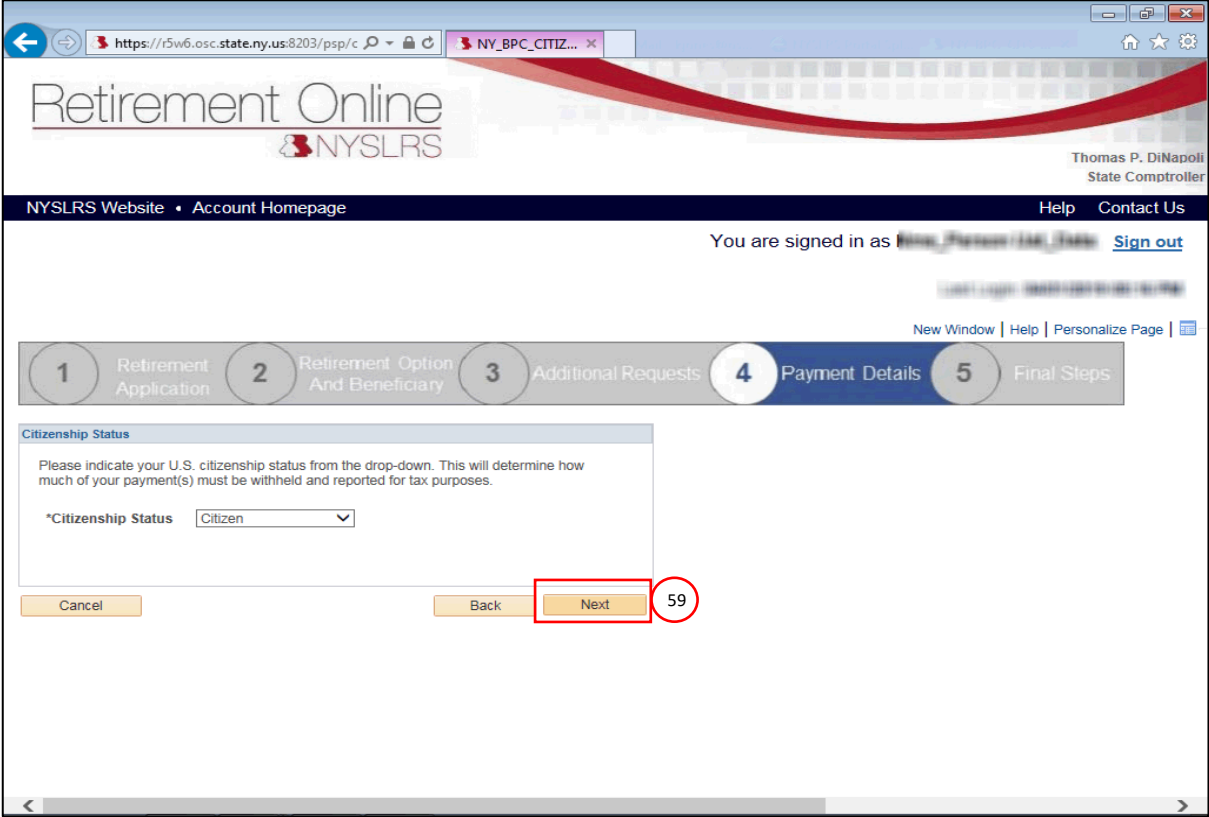


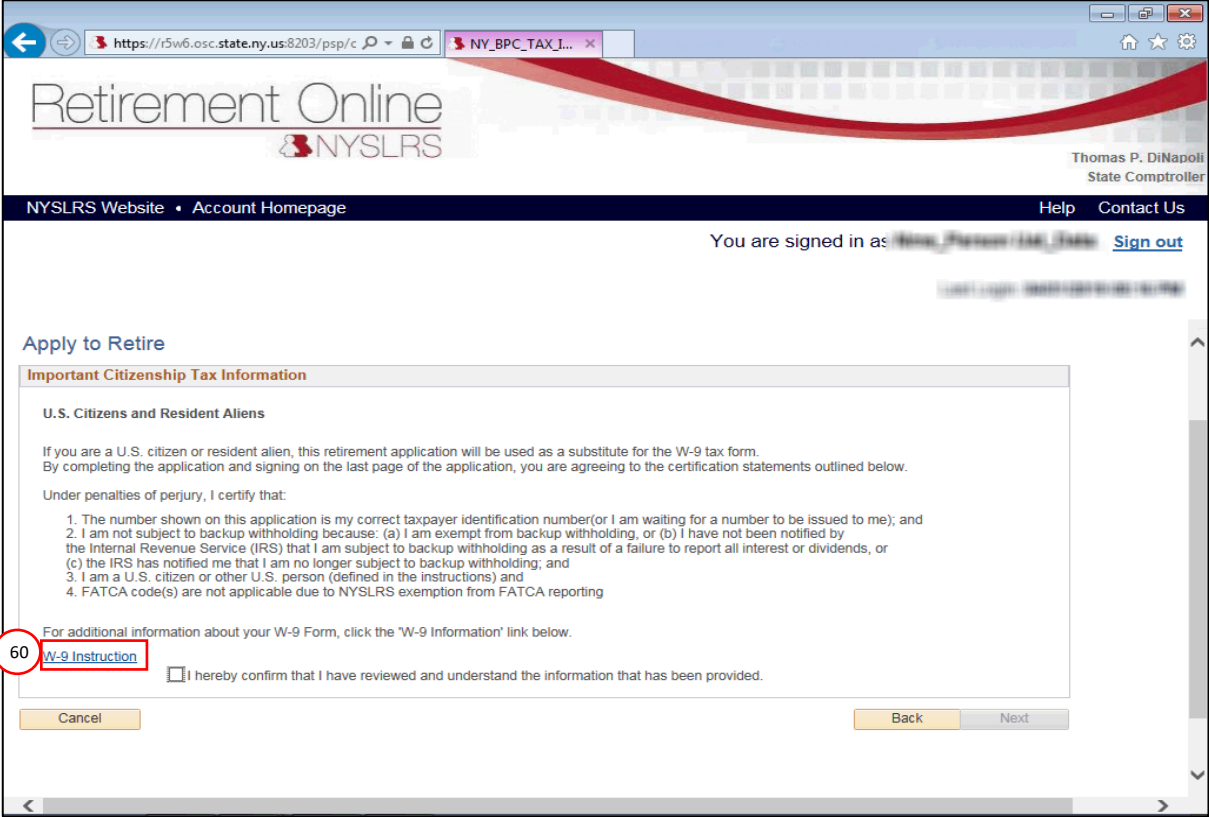
Step	Action	
<p>53.</p> <p>The <i>Transfer from Other Public Retirement Systems</i> page will appear.</p> <p>Click the appropriate option to indicate whether you are <i>currently</i> an active member of New York State or another public retirement system in New York State.</p> <p><input type="radio"/></p> <p>Note: If you select no, continue to step 56.</p>		
<p>54.</p> <p>Select Which Retirement System? drop-down to choose a retirement system.</p> <p><input type="text"/></p>		

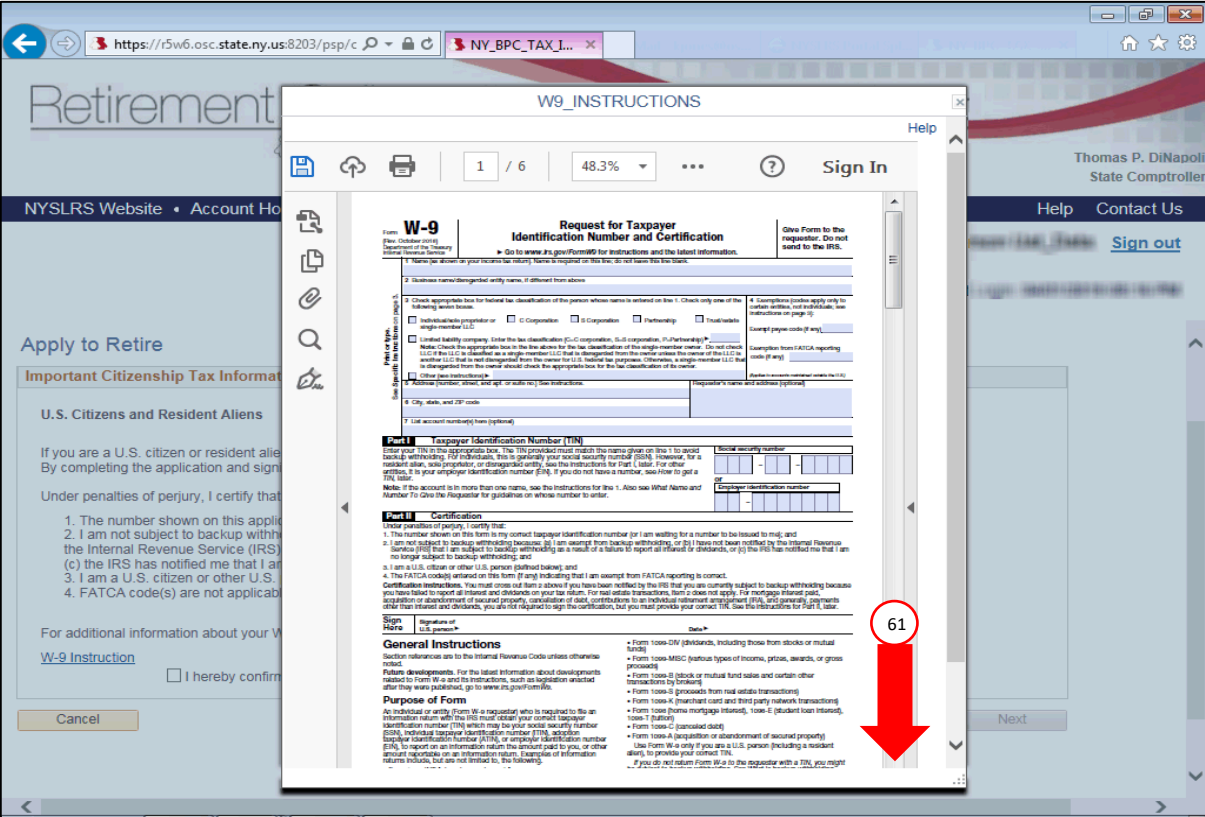
Step	Action
<p>55.</p>	<p>Click the Next button.</p>  <p>The screenshot shows the Retirement Online NYSLRS website. At the top, there is a navigation bar with the NYSLRS logo and the name of the State Comptroller. Below this is a progress bar with five steps: 1 Retirement Application, 2 Retirement Option And Beneficiary, 3 Additional Requests, 4 Payment Details, and 5 Final Steps. The current step is 3. Below the progress bar is a section titled 'Apply to Retire' with a sub-section 'Transfer from Other Public Retirement Systems'. It asks if the user has a current membership with another public retirement system in New York State, with radio buttons for 'Yes' (selected) and 'No'. Below this is a dropdown menu for 'Which retirement system?' with 'City Fire' selected. At the bottom of this section are three buttons: 'Cancel', 'Back', and 'Next'. The 'Next' button is highlighted with a red box and the number 55.</p>

Step	Action	
56.	<p>The <i>Domestic Relations Order (DRO)</i> page will appear.</p> <p>Click the appropriate option to indicate whether a (DRO) or other legal document will impact your pension.</p> <p><input type="checkbox"/></p>	
57.	<p>Click the Next button.</p> <p><input type="button" value="Next"/></p>	

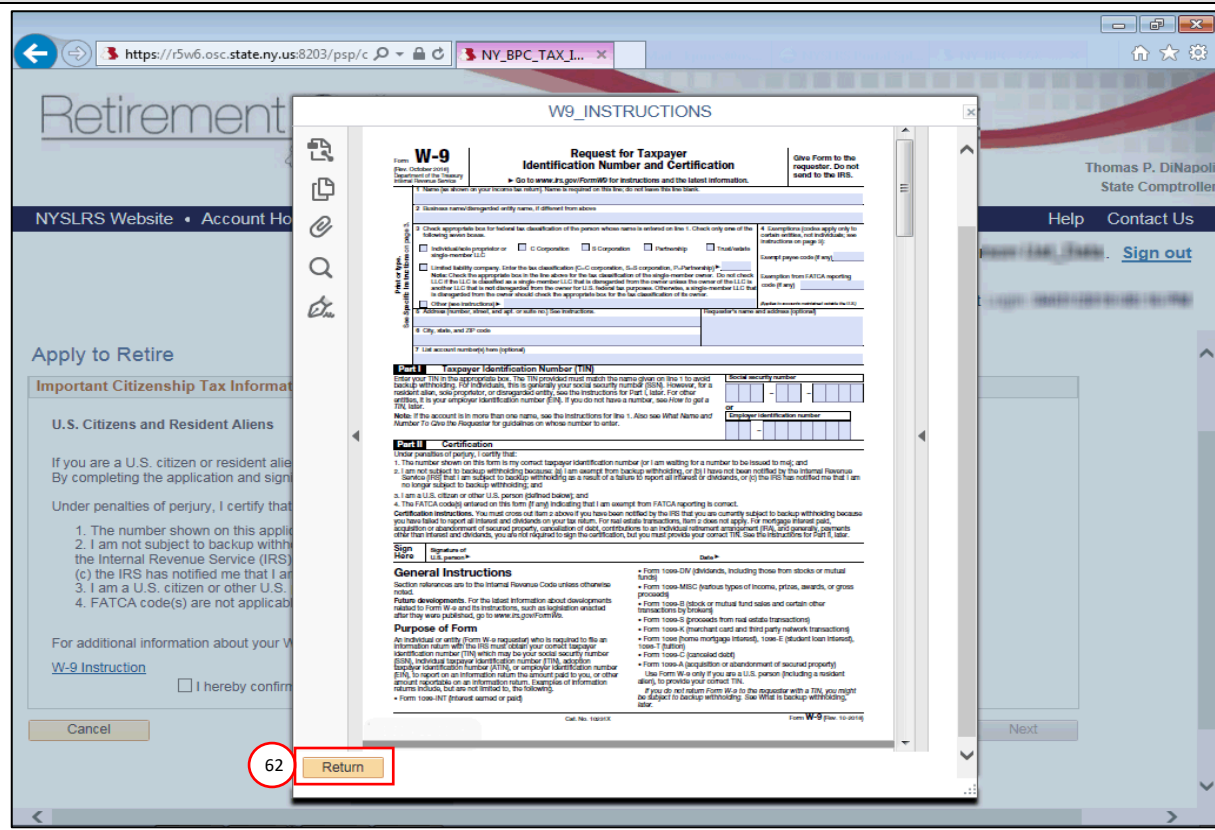
Step	Action
<p>58.</p>	<p>The <i>Citizenship Status</i> page will appear. Select the Citizenship Status drop-down to select your Citizenship Status.</p>  <p>Note: If you select “Non-Resident Alien,” you will need to fill out additional information on the W-8 page before moving on to the next step in this guide.</p> 

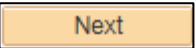
Step	Action
<p>59.</p>	<p>Click the Next button.</p> 

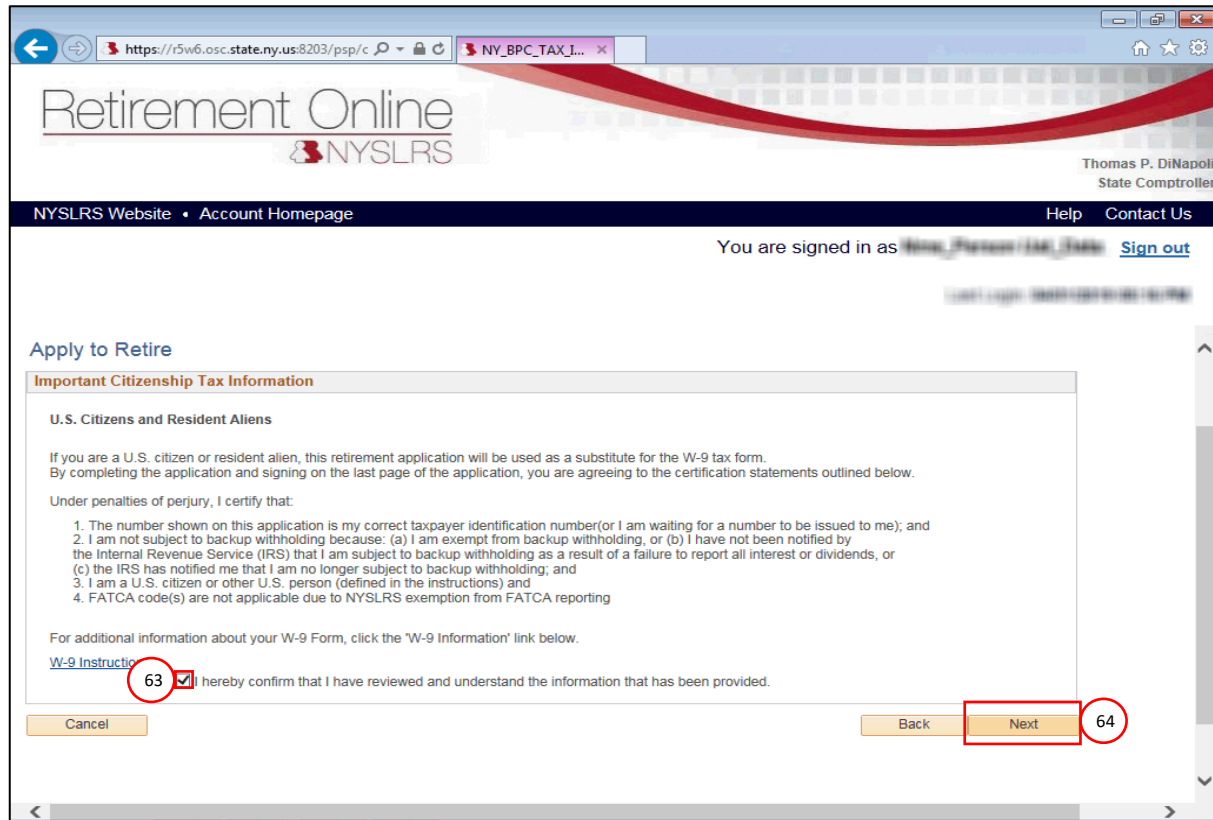
Step	Action
<p>60.</p>	<p>The <i>Important Citizenship Tax Information</i> page will appear. Click the W-9 Instructions link to read the required information.</p> <p>W-9 Instruction</p> <p>Note: You will receive an error and will not be able to continue with the retirement application unless you click this link.</p> 

Step	Action
<p>61.</p> <p>The 'W9_INSTRUCTIONS' pop-up box will appear. You do not need to fill out the form, but please read the entire page before continuing. You will need to scroll down to read all of the information.</p> <p>Note: Click the disk if you would like to save a copy of the form to your device for your records.</p> <p>Click the printer if you would like to print a copy of the form for your records.</p>	

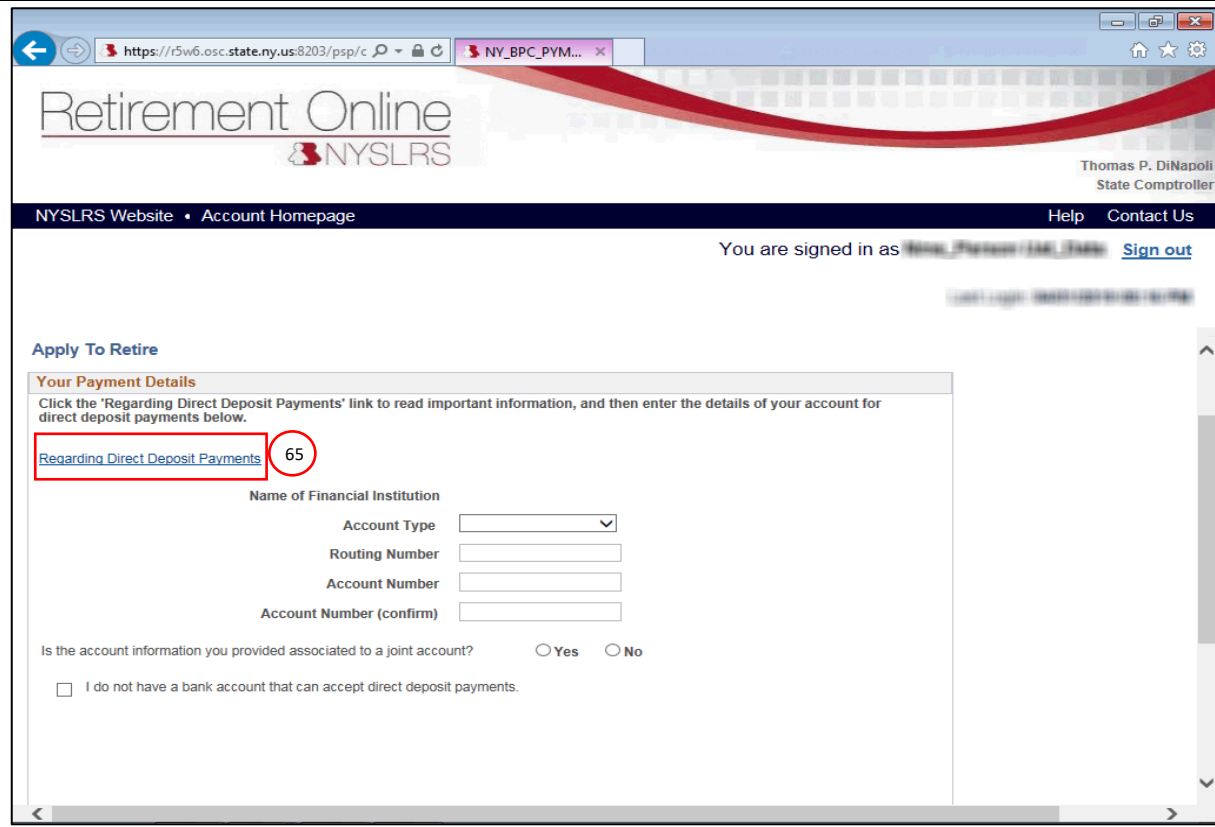
Step	Action
<p>62.</p>	<p>When you are finished reading, click the Return button to continue your application.</p> <p style="text-align: center;">Return</p>




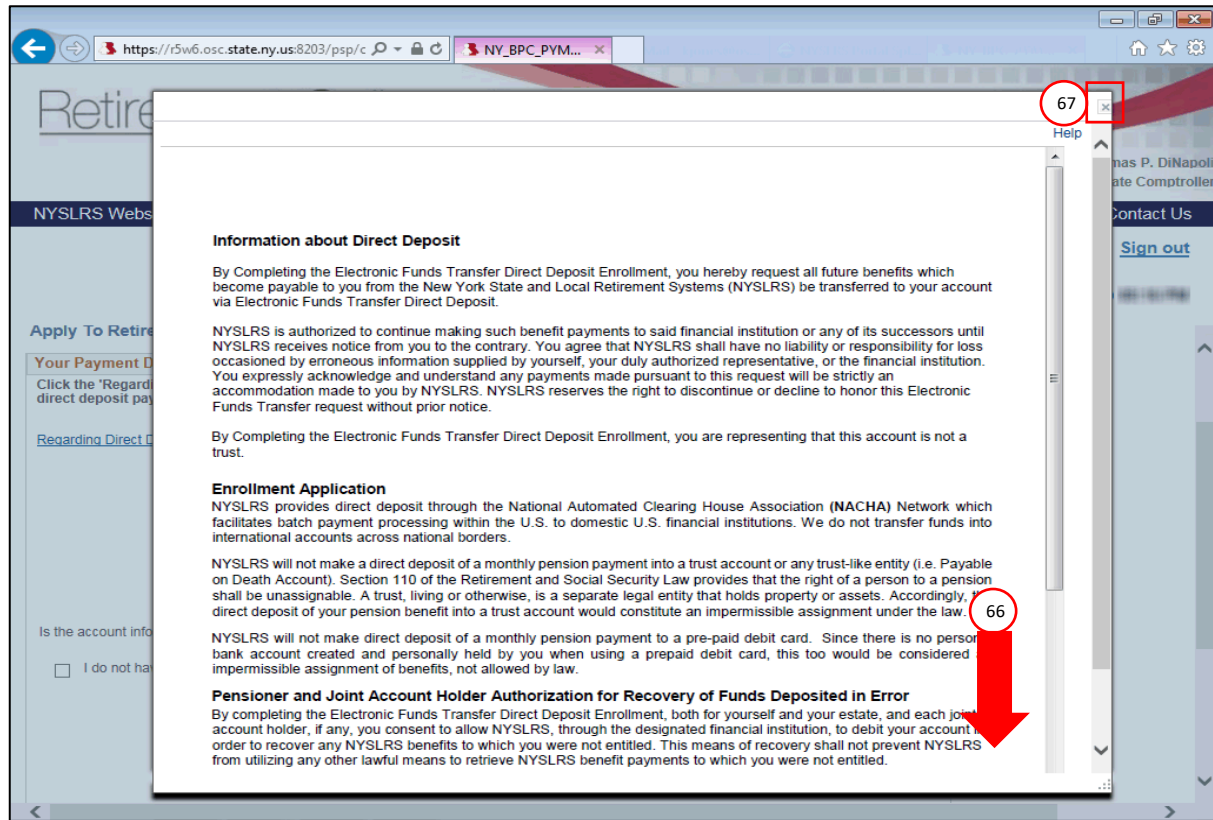
Step	Action
63.	<p>The <i>Important Citizenship Tax Information</i> page will reappear. Check the box next to 'I hereby confirm that I...'</p> <input data-bbox="275 396 317 435" type="checkbox"/>
64.	<p>Click the Next button.</p> 



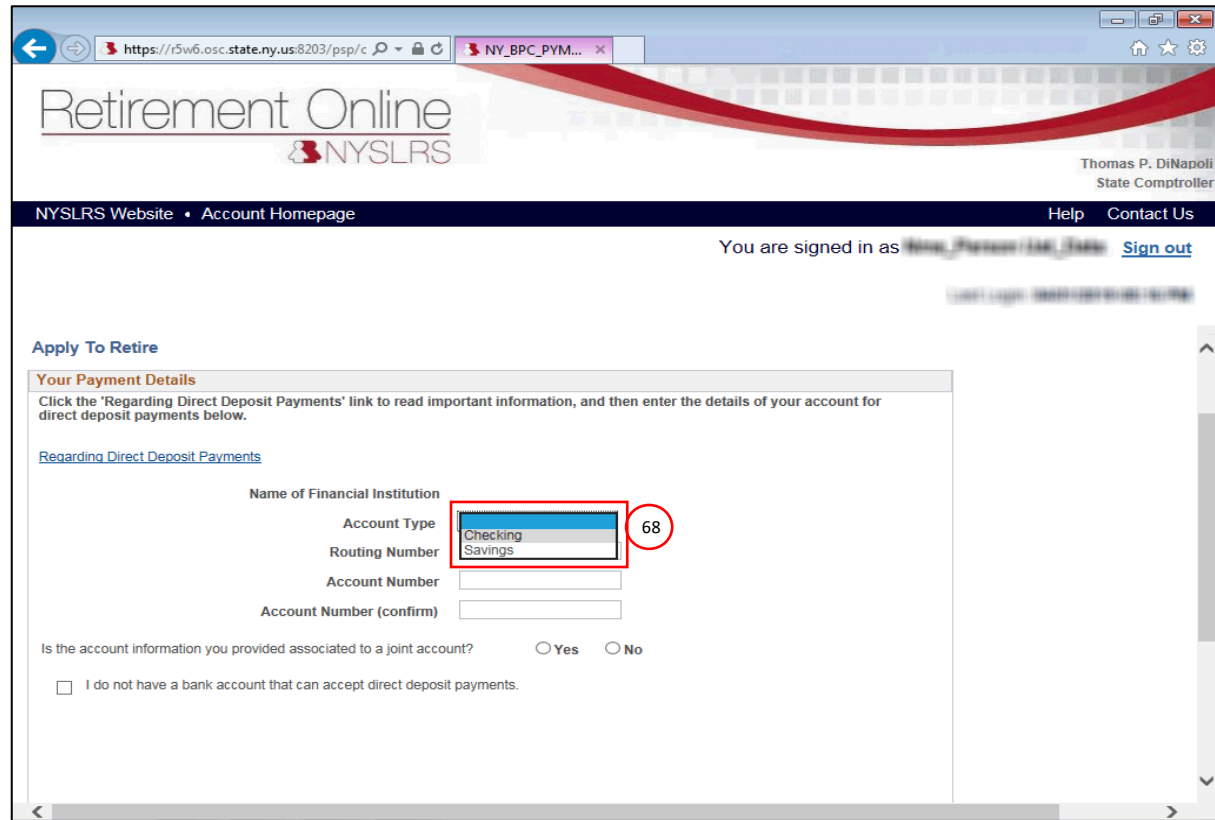
Step	Action
<p>65.</p>	<p>The <i>Your Payment Details</i> page will appear. Click the Regarding Direct Deposit Payments link.</p> <p>Regarding Direct Deposit Payments</p> <p>Note: You will receive an error and will not be able to continue with the retirement application unless you click this link.</p>

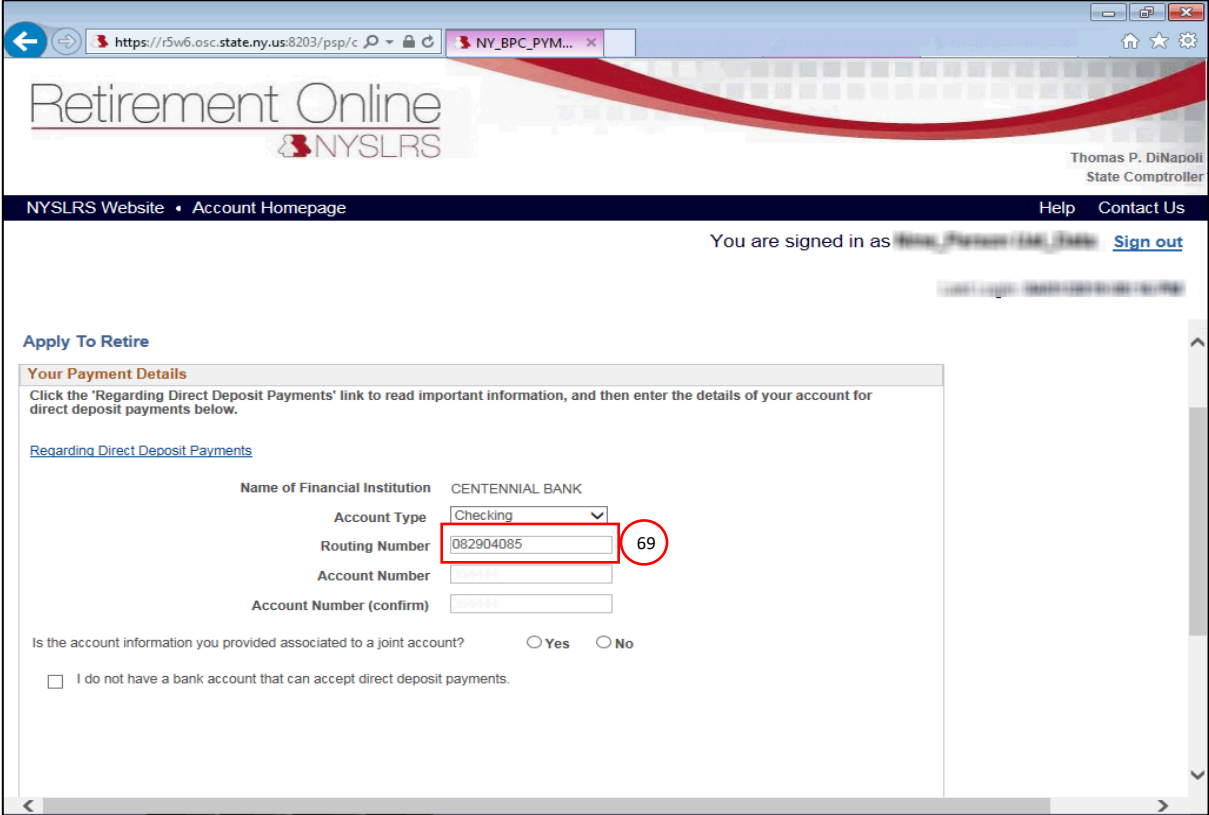


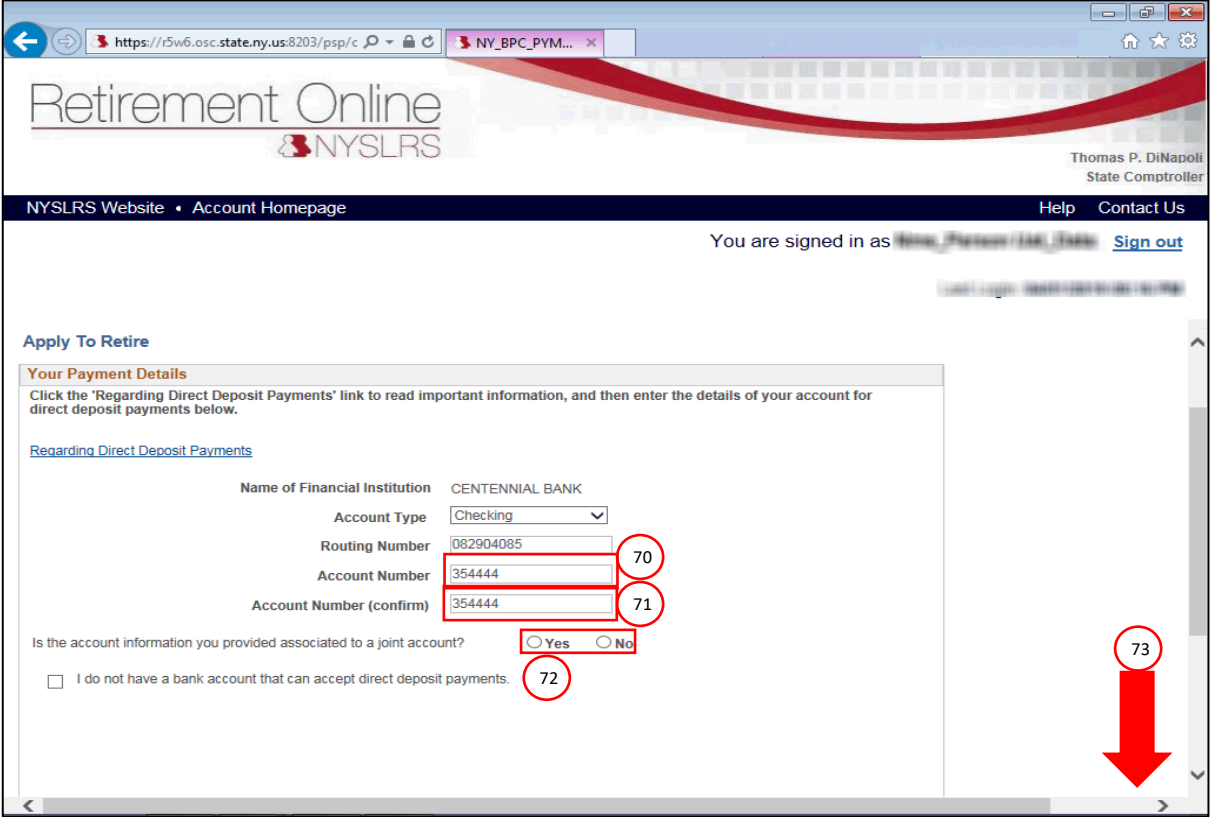
Step	Action
66.	<p>The 'Information about Direct Deposit' pop-up will appear.</p> <p>Please read the entire page before continuing. You will need to scroll down to read all of the information.</p>
67.	<p>When you are finished reading, you can close the pop-up by clicking the Close (X) button in the upper-right-hand corner.</p> 


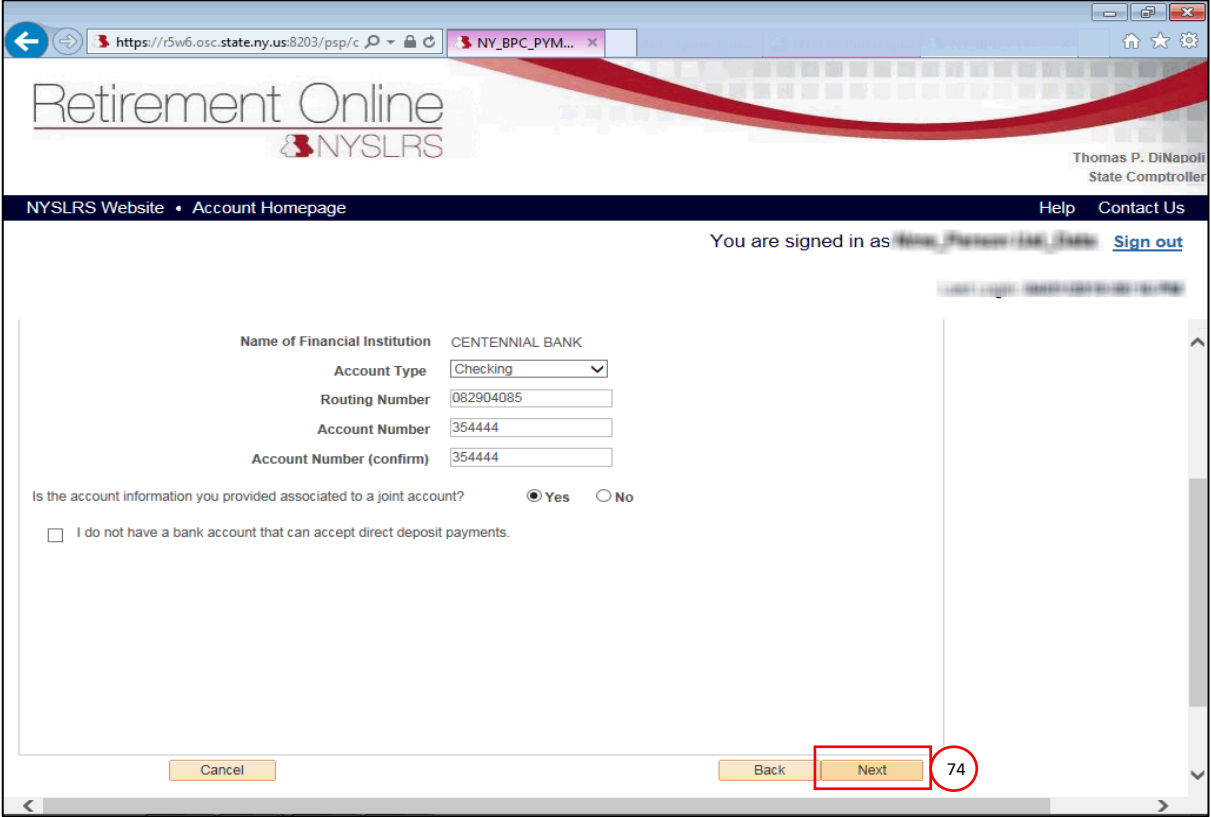


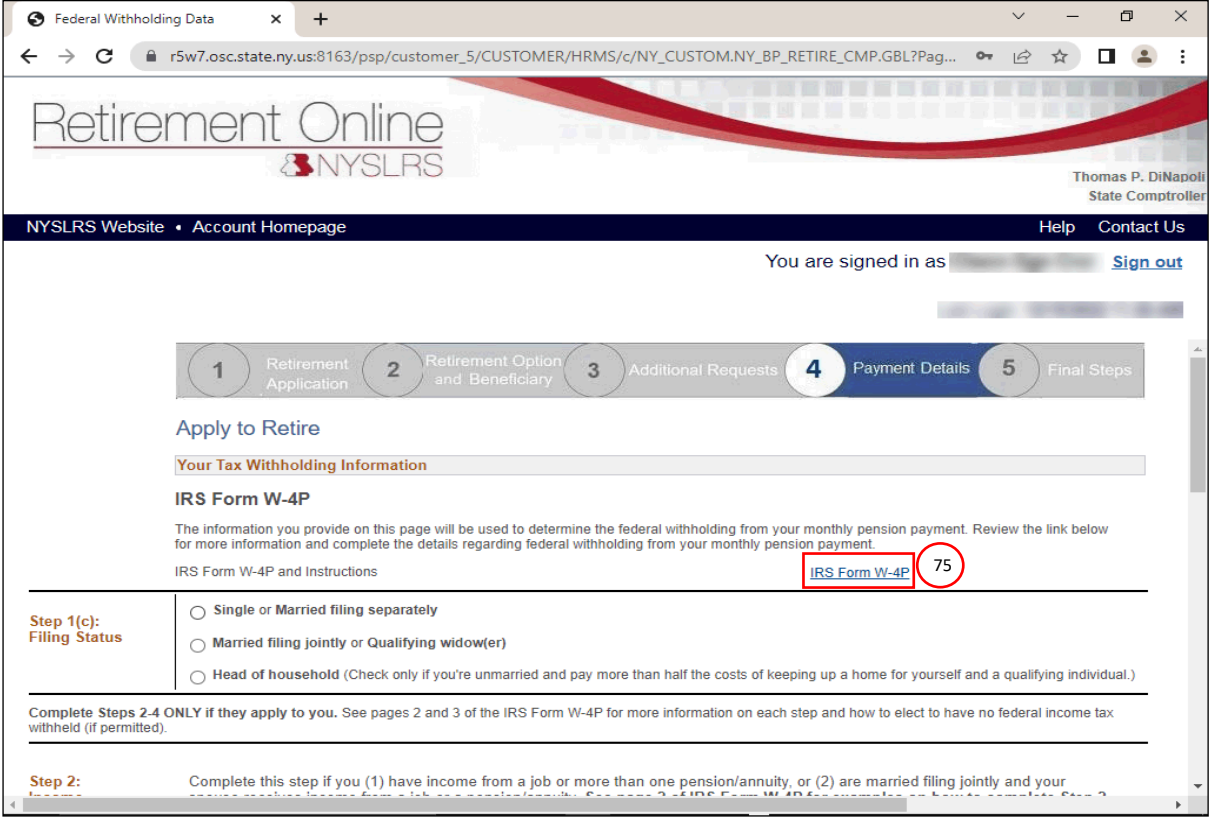
Step	Action
<p>68.</p>	<p>The <i>Your Payment Details</i> page will appear.</p> <p>To choose direct deposit for your pension payments, select the Account Type drop-down to select an account type.</p> <div data-bbox="264 511 546 553" style="border: 1px solid black; padding: 2px; width: fit-content;"> ▼ </div> <p>Note: If you want to have your pension payments mailed, check the box at the bottom of the page.</p>

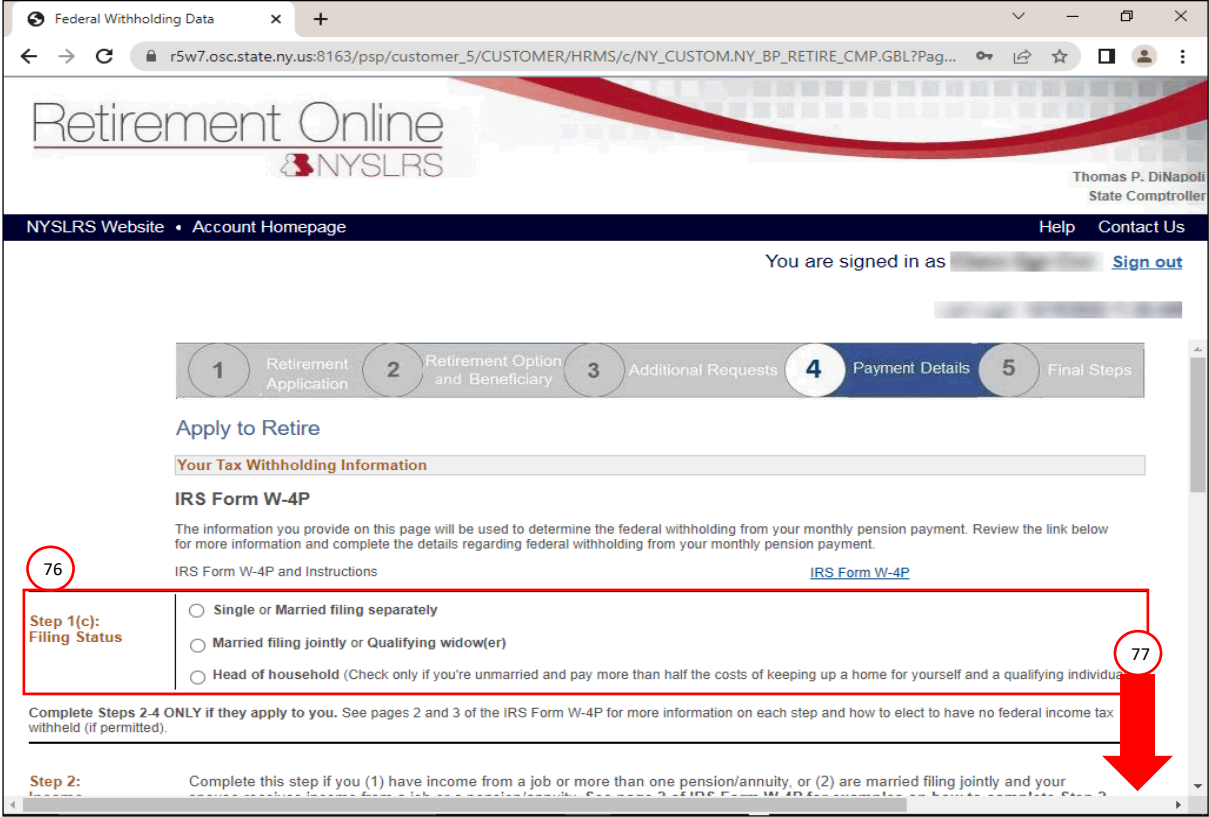
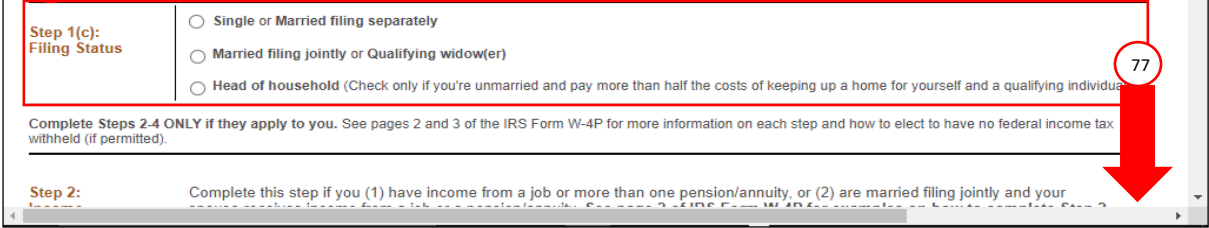


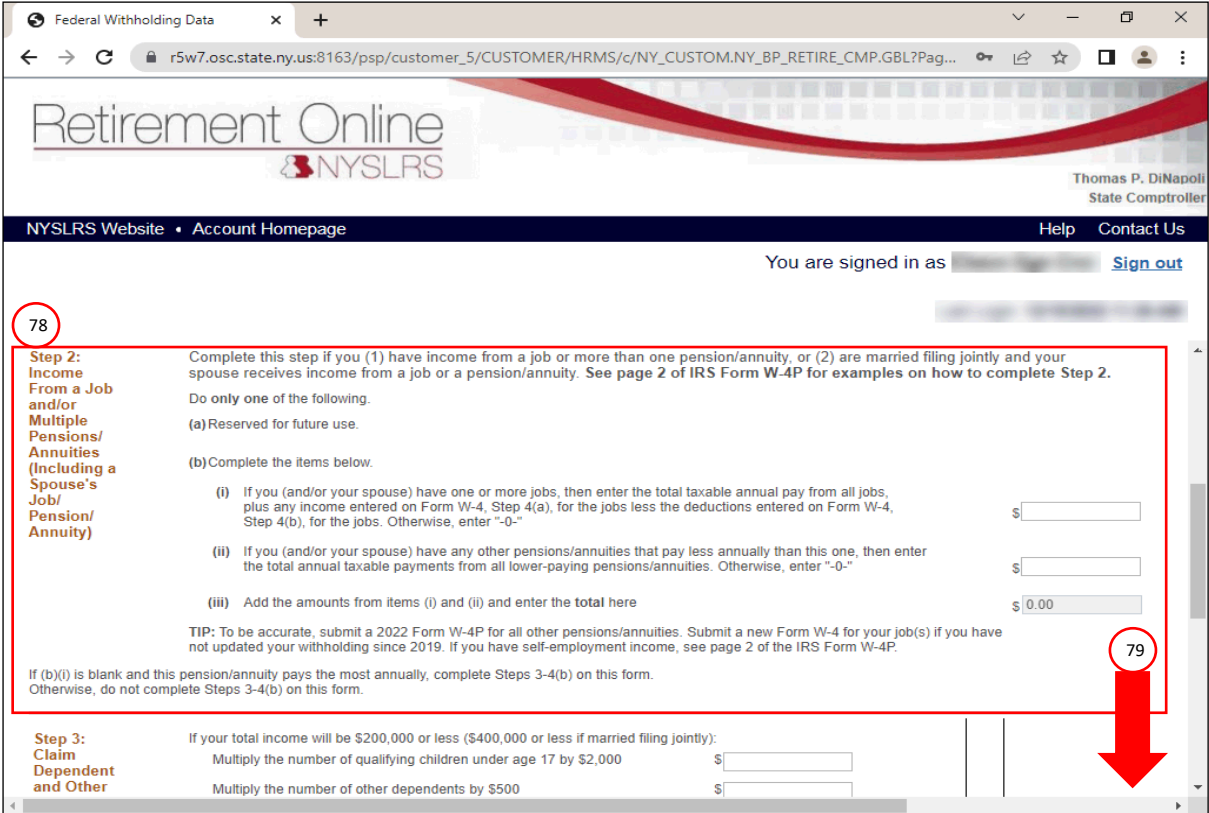
Step	Action	
<p>69.</p>	<p>Click in the Routing Number field, and enter your financial institution's routing number.</p> <div data-bbox="264 358 615 391" style="border: 1px solid black; height: 20px; width: 167px;"></div> <p>Note: If you selected direct deposit, this is a required field.</p> <p>Once you enter the routing number, the institution's name will appear.</p>	 <p>The screenshot shows the Retirement Online NYSLRS website. The user is signed in as 'Thomas P. DiNapoli, State Comptroller'. The page title is 'Apply To Retire'. Under 'Your Payment Details', there is a form with the following fields: 'Name of Financial Institution' (CENTENNIAL BANK), 'Account Type' (Checking), 'Routing Number' (082904085), 'Account Number', and 'Account Number (confirm)'. The 'Routing Number' field is highlighted with a red box and a red circle containing the number '69'. Below the form, there are radio buttons for 'Is the account information you provided associated to a joint account?' (Yes/No) and a checkbox for 'I do not have a bank account that can accept direct deposit payments.'.</p>

Step	Action	
70.	Click in the Account Number field, and enter your account number. <input data-bbox="268 358 617 391" type="text"/>	
71.	Click in the Re-Enter Account Number field, and enter your account number again. <input data-bbox="268 639 617 672" type="text"/>	
72.	Click the appropriate option to indicate whether this is a joint account. <input data-bbox="268 883 306 915" type="checkbox"/>	
73.	Scroll down until you see the Next button.	

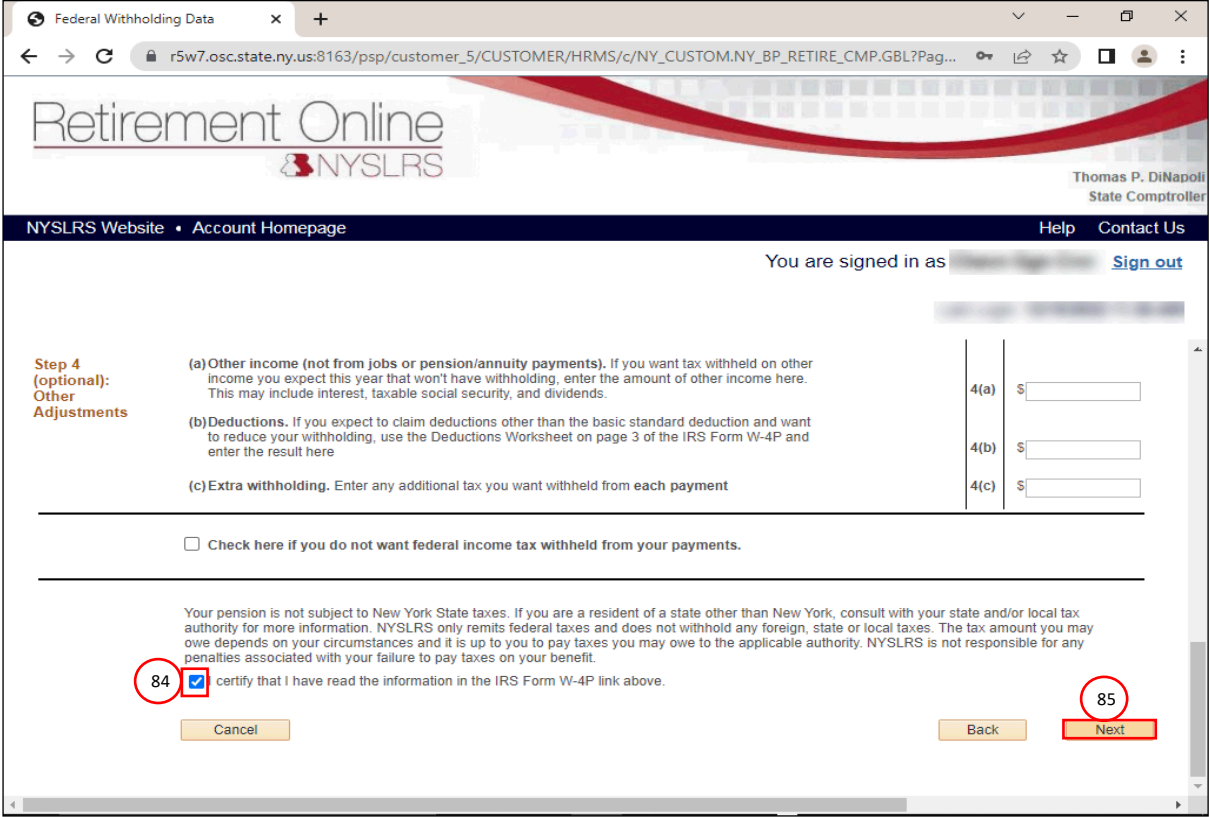
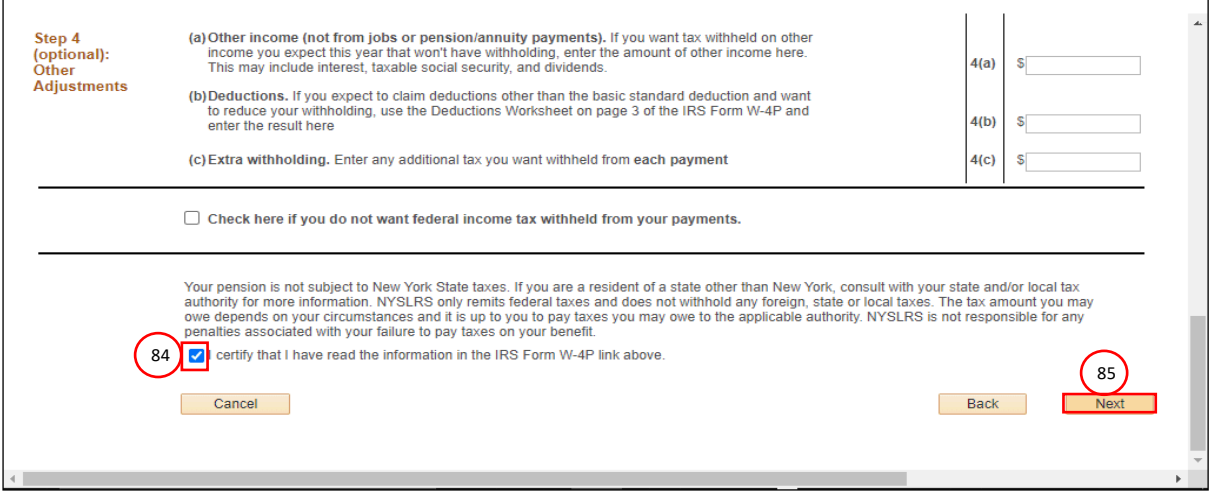
Step	Action	
<p>74.</p>	<p>Click the Next button.</p> <p></p>	 <p>The screenshot shows a web browser window with the URL https://r15w6.osc.state.ny.us:8203/psp/c. The page title is "Retirement Online" with the NYSLRS logo. The user is signed in as "Thomas P. DiNapoli, State Comptroller". The page displays a form for account information with the following fields:</p> <ul style="list-style-type: none"> Name of Financial Institution: CENTENNIAL BANK Account Type: <input type="text" value="Checking"/> Routing Number: <input type="text" value="082904085"/> Account Number: <input type="text" value="354444"/> Account Number (confirm): <input type="text" value="354444"/> <p>Below the form, there are radio buttons for "Is the account information you provided associated to a joint account?" with "Yes" selected. There is also a checkbox for "I do not have a bank account that can accept direct deposit payments." At the bottom of the form, there are three buttons: "Cancel", "Back", and "Next". The "Next" button is highlighted with a red box and a red circle containing the number 74.</p>

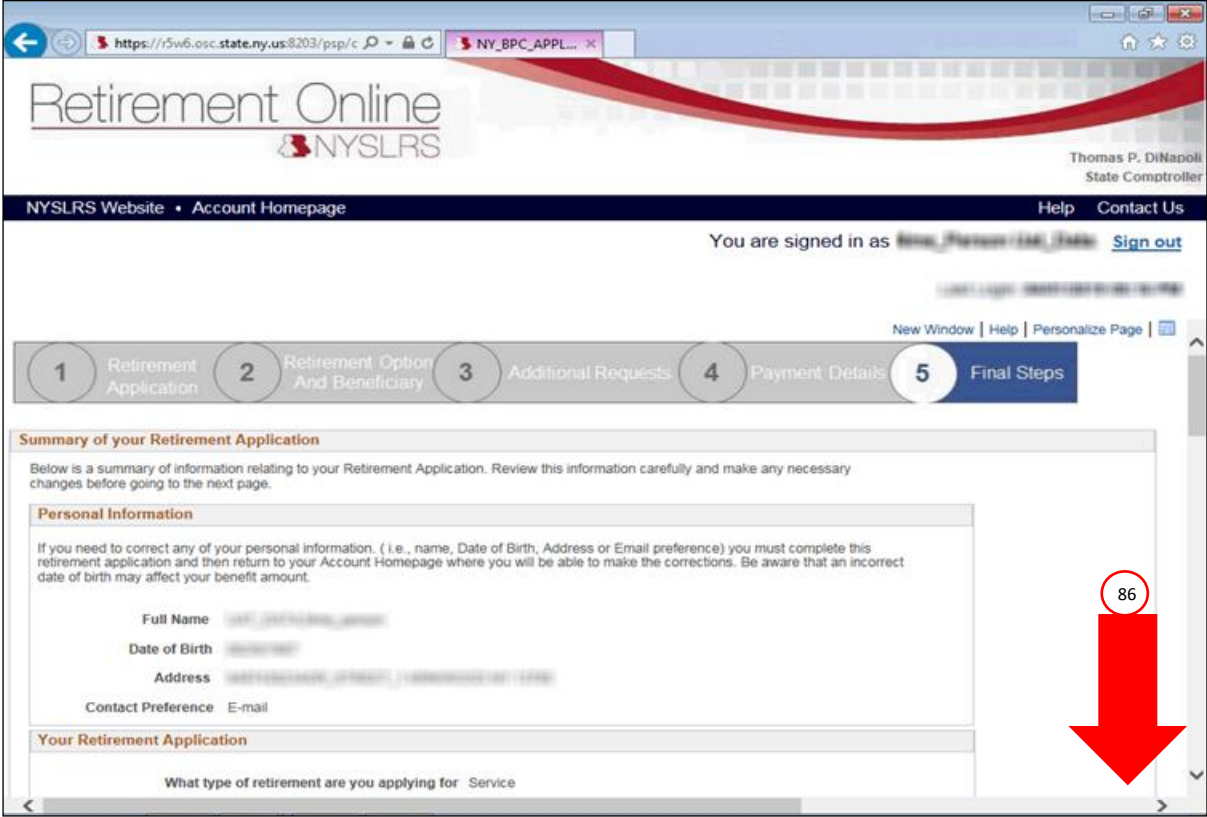
Step	Action	
<p>75.</p>	<p>The <i>Your Tax Withholding Information</i> page will appear. Click the IRS Form W-4P link.</p> <p>IRS Form W-4P</p> <p>Note: You will receive an error and won't be able to finish the retirement application unless you click this link. The IRS webpage about tax withholding will appear. When you are finished reading, close the webpage to return to your application.</p>	 <p>The screenshot shows a web browser window with the URL <code>r5w7.osc.state.ny.us:8163/psp/customer_5/CUSTOMER/HRMS/c/NY_CUSTOM.NY_BP_RETIRE_CMP.GBL?Pag...</code>. The page title is "Retirement Online" and "NYSLRS". The user is signed in as "Thomas P. DiNapoli, State Comptroller". A progress bar at the top indicates five steps: 1. Retirement Application, 2. Retirement Option and Beneficiary, 3. Additional Requests, 4. Payment Details, and 5. Final Steps. The current step is "Apply to Retire". Under "Your Tax Withholding Information", there is a section for "IRS Form W-4P" with instructions. A link labeled "IRS Form W-4P" is highlighted with a red box and a red circle containing the number 75. Below this, there are radio button options for "Step 1(c): Filing Status": "Single or Married filing separately", "Married filing jointly or Qualifying widow(er)", and "Head of household".</p>

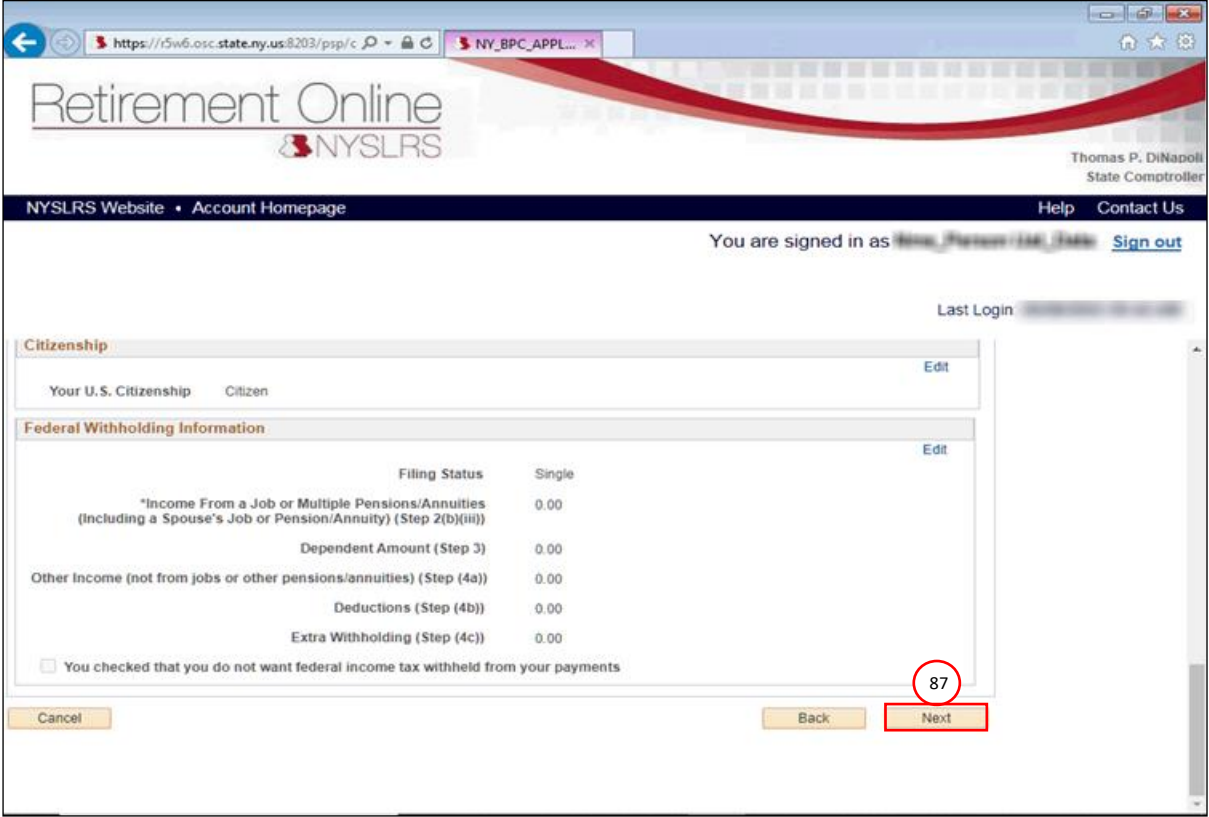
Step	Action	
76.	Complete the 'Step 1(c): Filing Status' section to signify how you will file.	
77.	Scroll down to Step 2.	

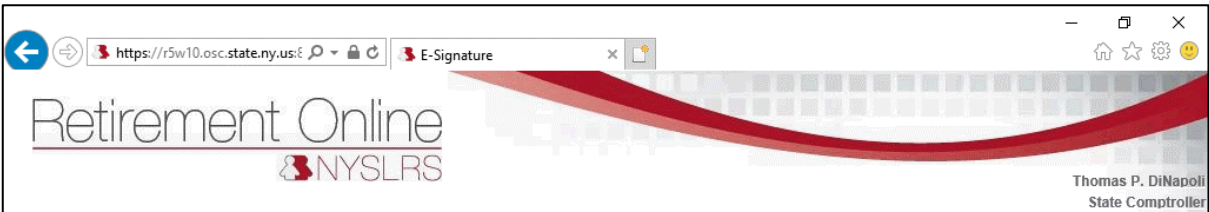
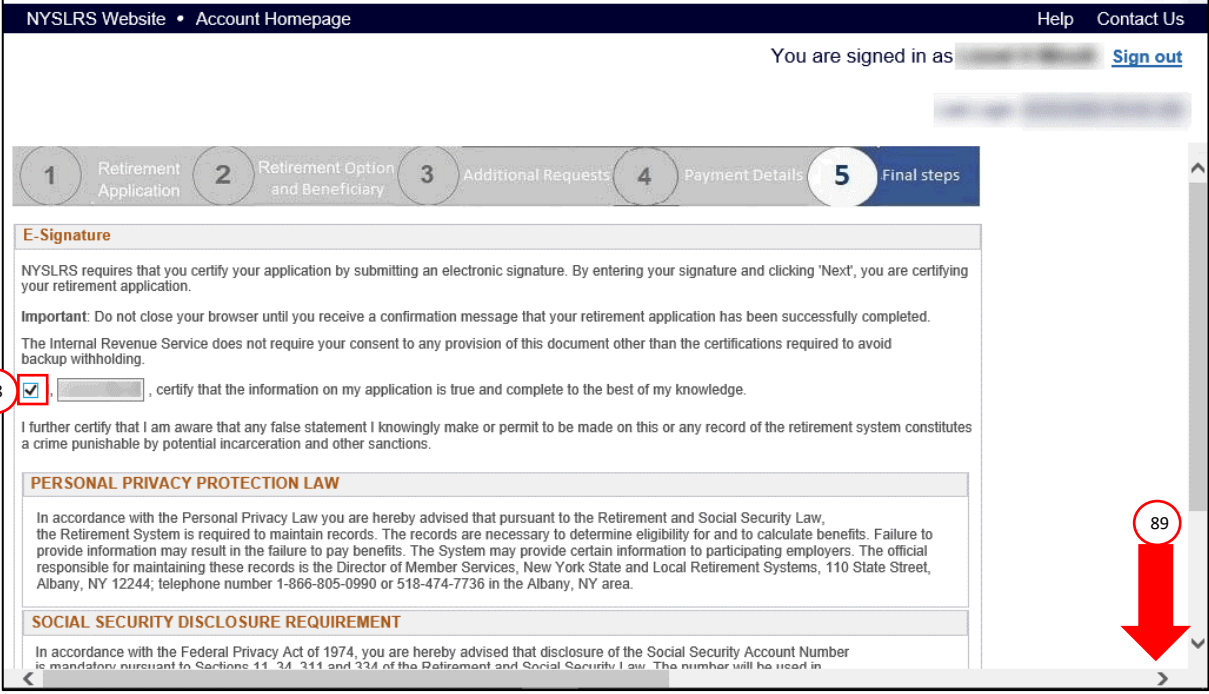
Step	Action	
78.	Complete the 'Step 2: Income From a Job and/or Multiple Pensions/Annuities (Including a Spouse's Job/Pension/Annuity)' section ONLY if you hold more than one job at a time, or if you are married filing jointly and your spouse also works.	 <p>The screenshot shows the 'Retirement Online' portal for NYSLRS. The user is signed in. The main content area displays 'Step 2: Income From a Job and/or Multiple Pensions/Annuities (Including a Spouse's Job/Pension/Annuity)'. The instructions state: 'Complete this step if you (1) have income from a job or more than one pension/annuity, or (2) are married filing jointly and your spouse receives income from a job or a pension/annuity. See page 2 of IRS Form W-4P for examples on how to complete Step 2. Do only one of the following. (a) Reserved for future use. (b) Complete the items below. (i) If you (and/or your spouse) have one or more jobs, then enter the total taxable annual pay from all jobs, plus any income entered on Form W-4, Step 4(a), for the jobs less the deductions entered on Form W-4, Step 4(b), for the jobs. Otherwise, enter "-0-". (ii) If you (and/or your spouse) have any other pensions/annuities that pay less annually than this one, then enter the total annual taxable payments from all lower-paying pensions/annuities. Otherwise, enter "-0-". (iii) Add the amounts from items (i) and (ii) and enter the total here. TIP: To be accurate, submit a 2022 Form W-4P for all other pensions/annuities. Submit a new Form W-4 for your job(s) if you have not updated your withholding since 2019. If you have self-employment income, see page 2 of the IRS Form W-4P. If (b)(i) is blank and this pension/annuity pays the most annually, complete Steps 3-4(b) on this form. Otherwise, do not complete Steps 3-4(b) on this form.' Below this, 'Step 3: Claim Dependent and Other' is shown with instructions: 'If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly): Multiply the number of qualifying children under age 17 by \$2,000' and 'Multiply the number of other dependents by \$500'. A red box highlights the Step 2 section, and a red arrow points from the bottom of this box to the Step 3 section.</p>
79.	Scroll down to Steps 3 and 4.	


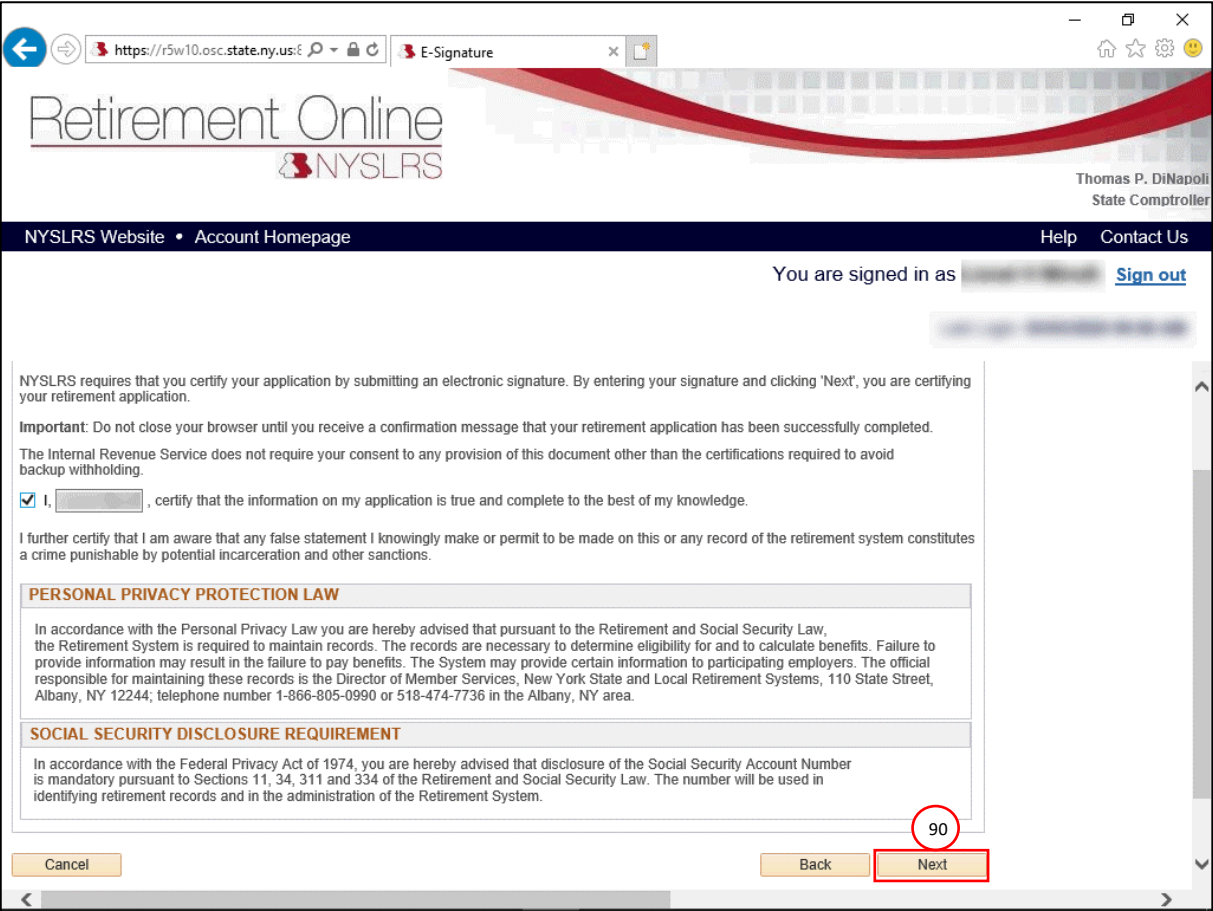
Step	Action	
80.	Complete the 'Step 3: Claim Dependent and Other Credits' section if you need to claim dependents and your income will be \$200,000 or less (\$400,000 or less if married filing jointly).	<p>The screenshot shows the 'Retirement Online' portal for NYSLRS. The user is signed in as Thomas P. DiNapoli, State Comptroller. The page title is 'Federal Withholding Data'. The form contains the following sections:</p> <ul style="list-style-type: none"> Step 3: Claim Dependent and Other Credits: This section is highlighted with a red box. It includes instructions for claiming dependents and other credits. It has input fields for: <ul style="list-style-type: none"> Multiply the number of qualifying children under age 17 by \$2,000: \$ [] Multiply the number of other dependents by \$500: \$ [] Add other credits, such as foreign tax credit and education tax credits: \$ [] Add the amounts for qualifying children, other dependents, and other credits and enter the total here: 3 \$ 0.00 Step 4 (optional): Other Adjustments: This section is also highlighted with a red box. It includes instructions for entering other income, deductions, and extra withholding. It has input fields for: <ul style="list-style-type: none"> 4(a) Other income: \$ [] 4(b) Deductions: \$ [] 4(c) Extra withholding: \$ [] Step 82: A checkbox labeled 'Check here if you do not want federal income tax withheld from your payments.' is present. <p>A red arrow labeled '83' points to the 'Sign out' link in the top right corner of the page.</p>
81.	Complete the 'Step 4 (optional): Other Adjustments' section ONLY if you have any other adjustments to your W-4P tax information.	
82.	Check the 'Check here if you do not want federal income tax withheld from your payments' section ONLY if you do not want any federal income tax withheld from your payments.	
83.	Scroll down to the bottom of the page.	

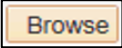
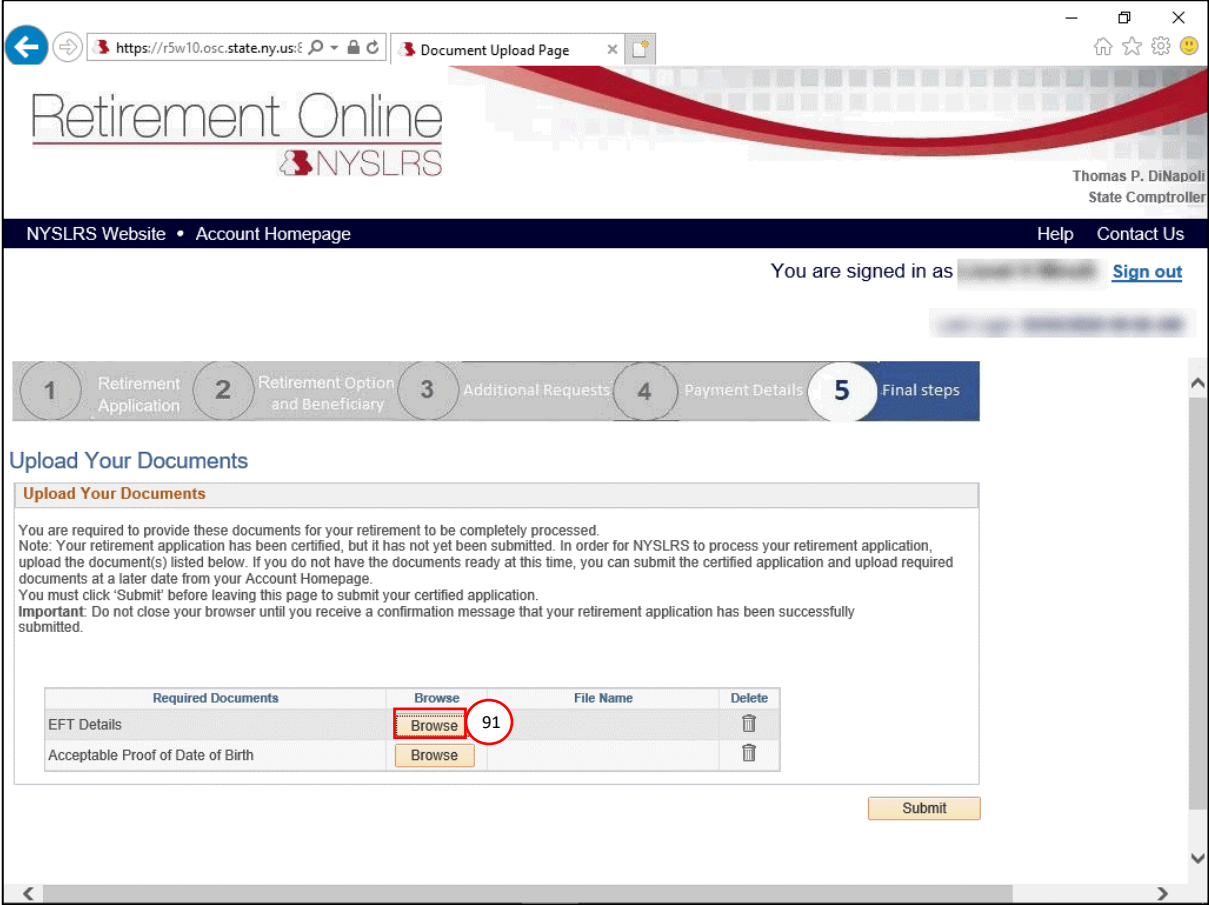












Step	Action	
84.	Check the box next to 'I certify that I have read...' <input checked="" type="checkbox"/>	
85.	Click the Next button. <input type="button" value="Next"/>	

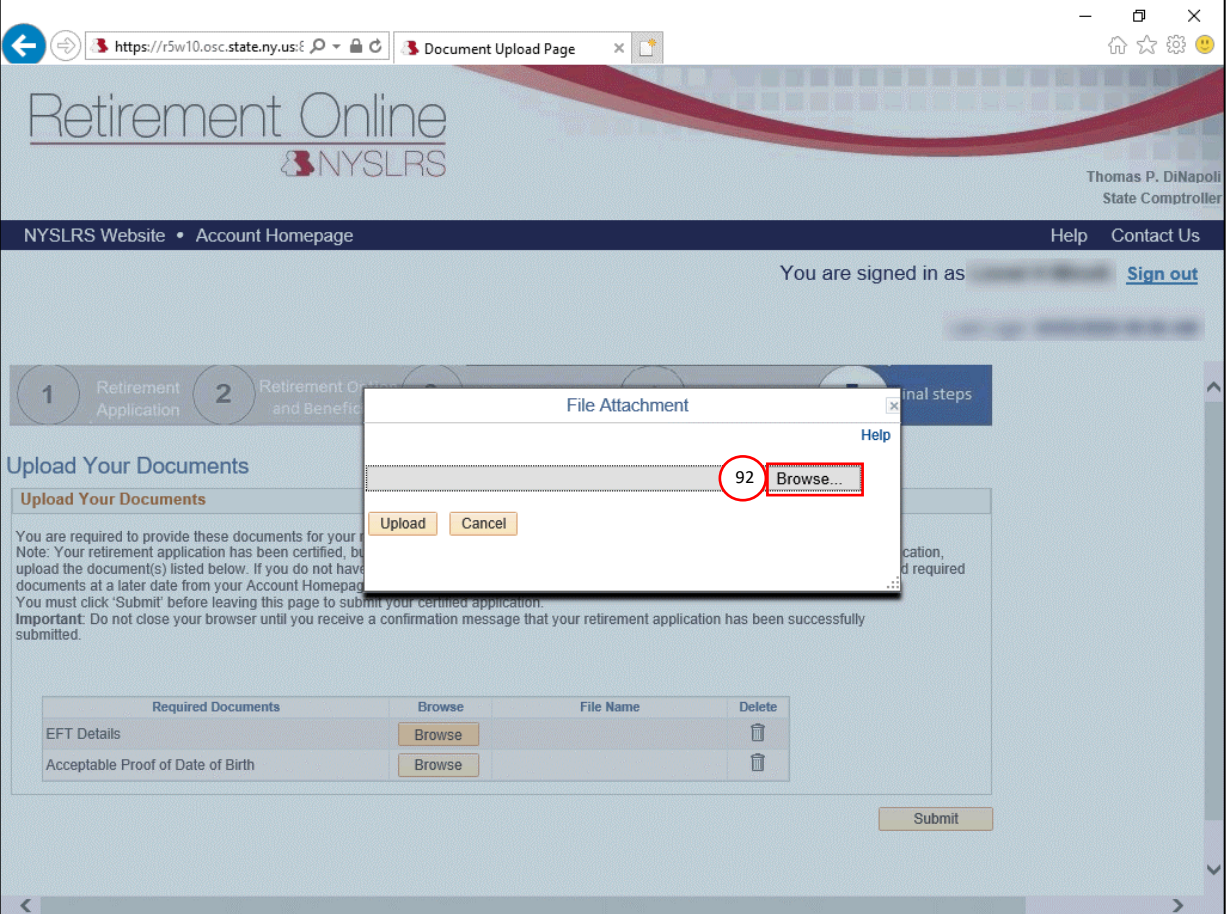
Step	Action
86.	<p>The <i>Summary of your Retirement Application</i> page will appear. Review your application carefully. Scroll down until you see the Next button.</p> 

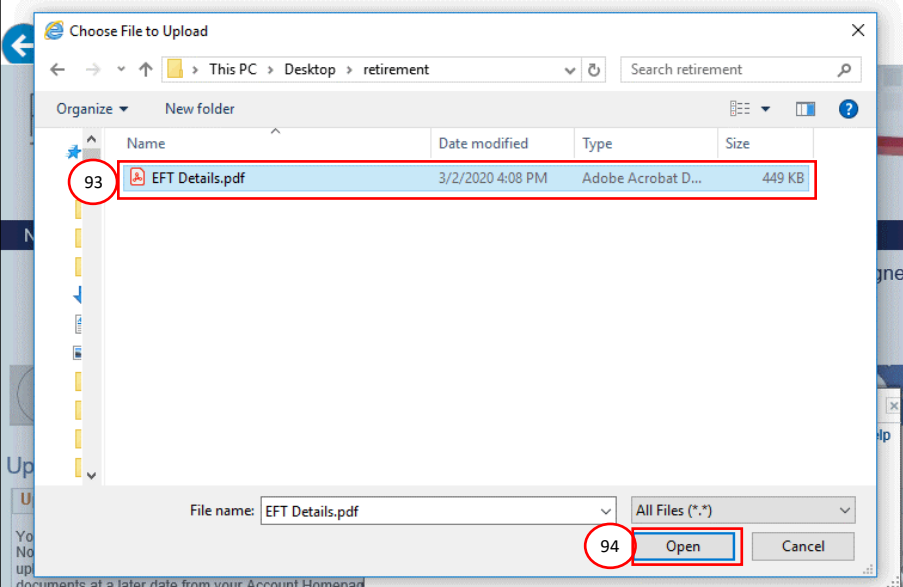
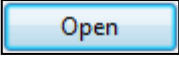
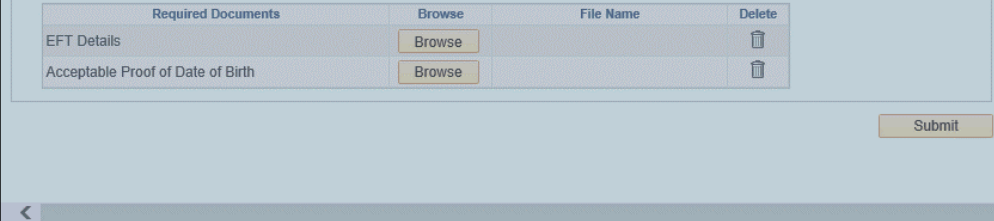
Step	Action															
87.	<p>Click the Next button.</p> <p>Note: If you need to update any information, click the Edit link in that section.</p>	 <p>The screenshot shows a web browser window with the URL https://r5w6.osc.state.ny.us:8203/psp/c. The page title is "Retirement Online NYSLRS". The user is signed in as "Thomas P. DiNapoli, State Comptroller". The page displays the "Federal Withholding Information" section with the following details:</p> <table border="1"> <thead> <tr> <th>Field</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Filing Status</td> <td>Single</td> </tr> <tr> <td>*Income From a Job or Multiple Pensions/Annuities (Including a Spouse's Job or Pension/Annuity) (Step 2(b)(iii))</td> <td>0.00</td> </tr> <tr> <td>Dependent Amount (Step 3)</td> <td>0.00</td> </tr> <tr> <td>Other Income (not from jobs or other pensions/annuities) (Step 4a)</td> <td>0.00</td> </tr> <tr> <td>Deductions (Step 4b)</td> <td>0.00</td> </tr> <tr> <td>Extra Withholding (Step 4c)</td> <td>0.00</td> </tr> </tbody> </table> <p>There is a checkbox labeled "You checked that you do not want federal income tax withheld from your payments" which is currently unchecked. At the bottom of the form, there are three buttons: "Cancel", "Back", and "Next". The "Next" button is circled in red.</p>	Field	Value	Filing Status	Single	*Income From a Job or Multiple Pensions/Annuities (Including a Spouse's Job or Pension/Annuity) (Step 2(b)(iii))	0.00	Dependent Amount (Step 3)	0.00	Other Income (not from jobs or other pensions/annuities) (Step 4a)	0.00	Deductions (Step 4b)	0.00	Extra Withholding (Step 4c)	0.00
Field	Value															
Filing Status	Single															
*Income From a Job or Multiple Pensions/Annuities (Including a Spouse's Job or Pension/Annuity) (Step 2(b)(iii))	0.00															
Dependent Amount (Step 3)	0.00															
Other Income (not from jobs or other pensions/annuities) (Step 4a)	0.00															
Deductions (Step 4b)	0.00															
Extra Withholding (Step 4c)	0.00															

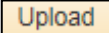
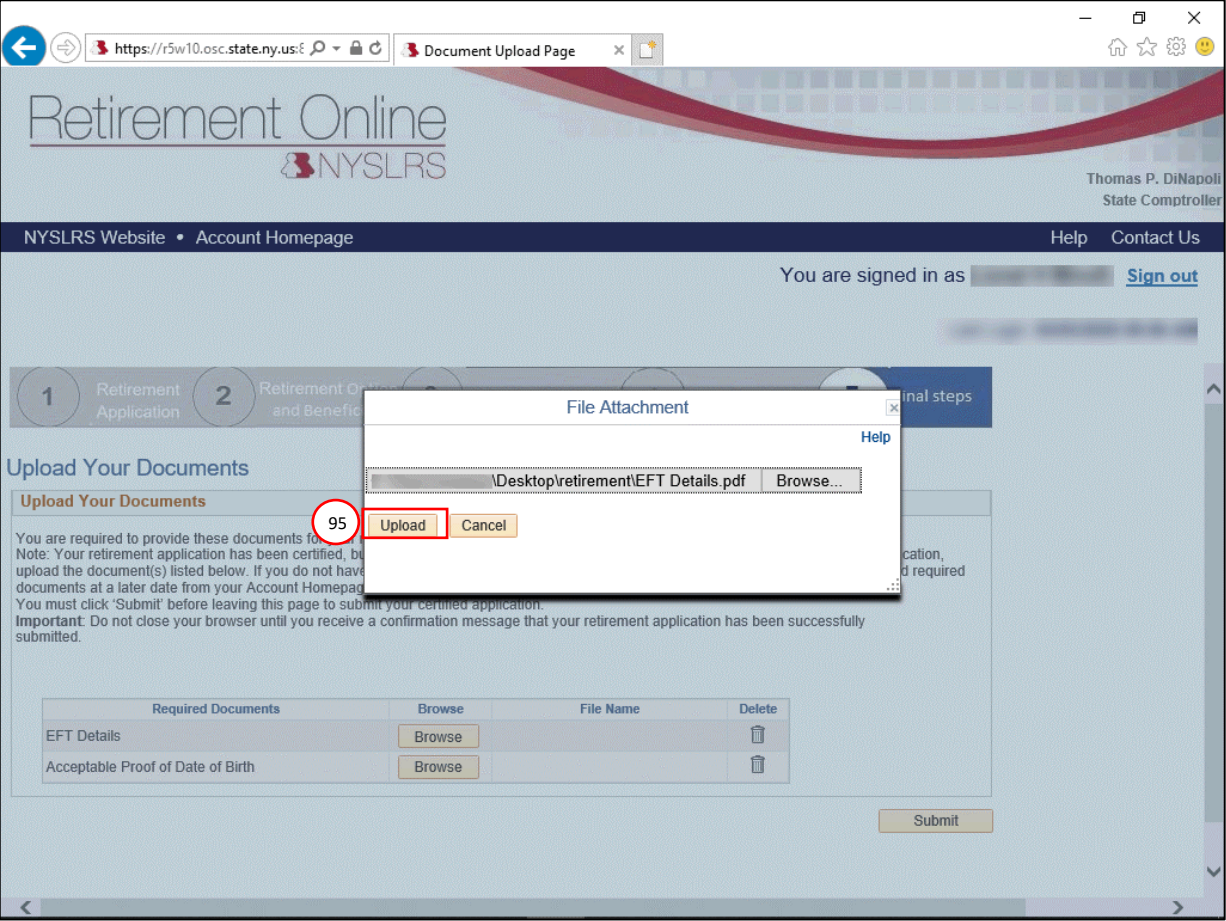
Step	Action	
88	<p>The <i>E-Signature</i> page will appear. Check the box next to 'I certify that the information...'</p> <input data-bbox="264 354 310 397" type="checkbox"/>	
89	<p>Scroll down until you see the Next button.</p>	

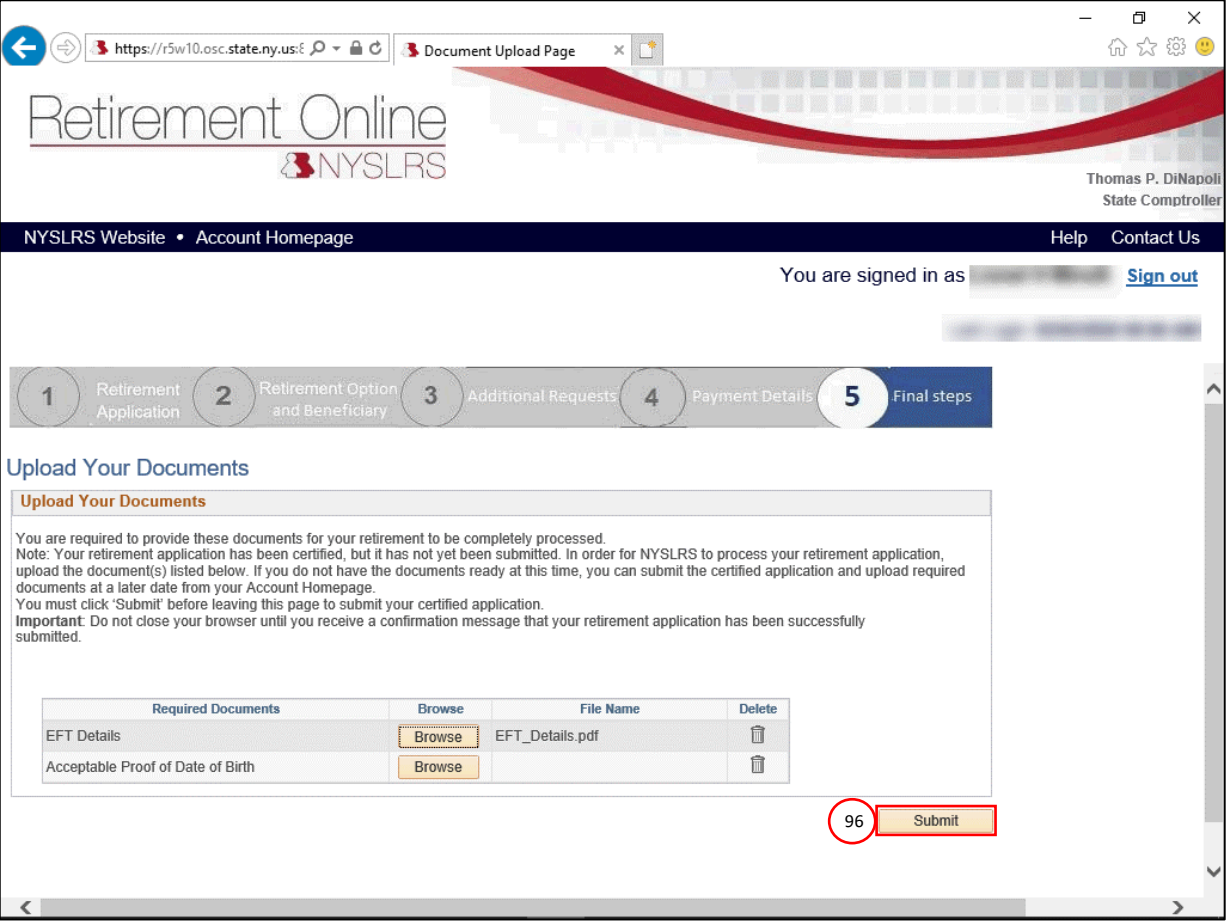
Step	Action	
90.	Click the Next button. 	

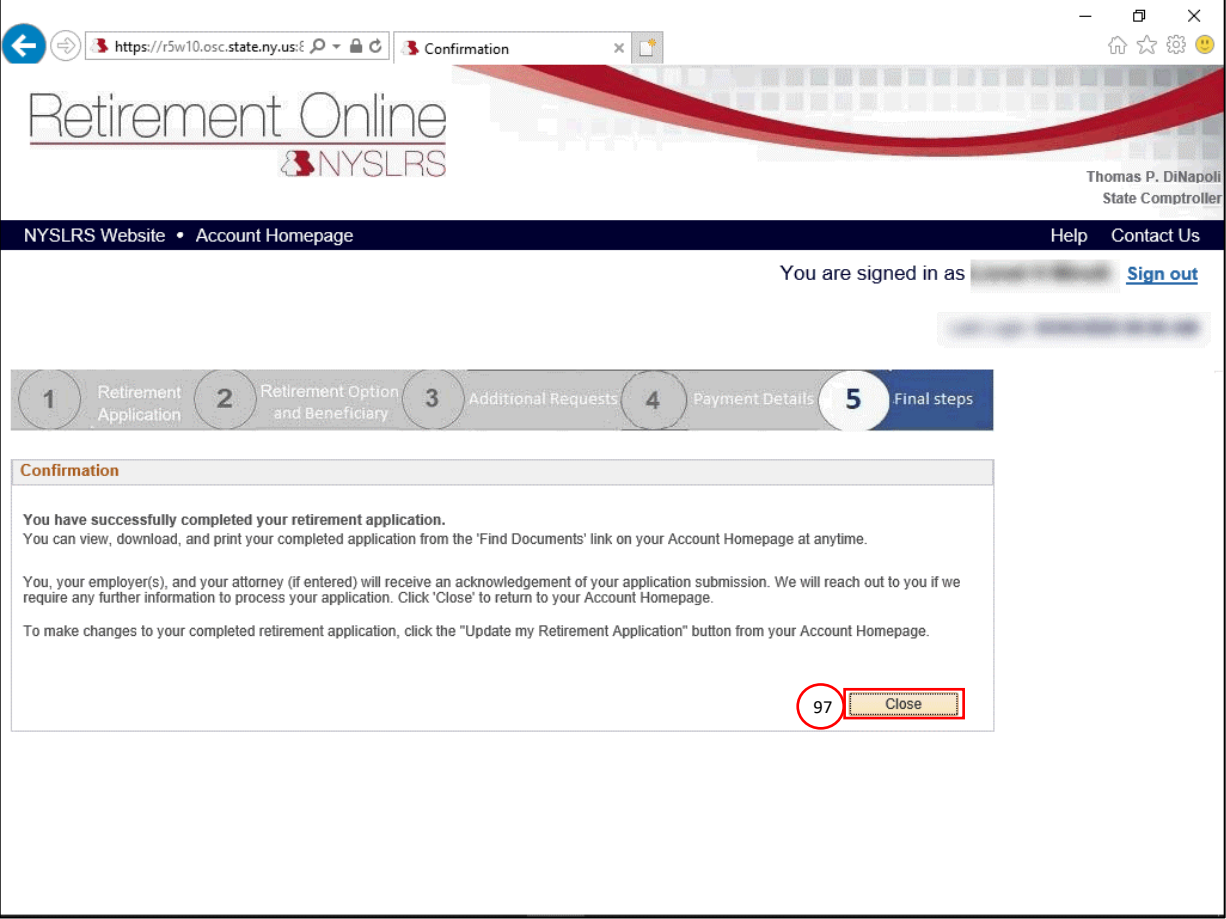
Step	Action												
<p>91.</p> <p>The <i>Upload Your Documents</i> page will appear. You are required to provide these documents for your retirement to be completely processed. In order for NYSLRS to process your retirement application upload the document(s) listed below. Click the Browse button next to the required document you want to upload.</p> <p></p> <p>Note: If you do not have the documents ready at this time, you can submit the certified application and upload the required documents at a later date from your Account Homepage. Skip to step 91 to submit your application.</p>	 <p>The screenshot shows the NYSLRS Document Upload Page. At the top, it says "Retirement Online NYSLRS" and "Thomas P. DiNapoli State Comptroller". Below that, it says "NYSLRS Website • Account Homepage" and "Help Contact Us". The user is signed in as [redacted] and can click "Sign out". A progress bar shows five steps: 1. Retirement Application, 2. Retirement Option and Beneficiary, 3. Additional Requests, 4. Payment Details, and 5. Final steps. The "Upload Your Documents" section contains the following text:</p> <p>You are required to provide these documents for your retirement to be completely processed. Note: Your retirement application has been certified, but it has not yet been submitted. In order for NYSLRS to process your retirement application, upload the document(s) listed below. If you do not have the documents ready at this time, you can submit the certified application and upload required documents at a later date from your Account Homepage. You must click 'Submit' before leaving this page to submit your certified application. Important: Do not close your browser until you receive a confirmation message that your retirement application has been successfully submitted.</p> <table border="1"> <thead> <tr> <th>Required Documents</th> <th>Browse</th> <th>File Name</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>EFT Details</td> <td> 91</td> <td></td> <td></td> </tr> <tr> <td>Acceptable Proof of Date of Birth</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>At the bottom right of the table, there is a "Submit" button.</p>	Required Documents	Browse	File Name	Delete	EFT Details	 91			Acceptable Proof of Date of Birth			
Required Documents	Browse	File Name	Delete										
EFT Details	 91												
Acceptable Proof of Date of Birth													

Step	Action													
92.	<p>The 'File Attachment' pop-up box will appear. Click the Browse... button to search your device for the document related to your retirement application.</p> <p>Browse...</p>	 <p>The screenshot shows a web browser window titled "Document Upload Page" with the URL "https://r5w10.osc.state.ny.us:8...". The page header includes "Retirement Online" and "NYSLRS" logo, along with the name "Thomas P. DiNapoli, State Comptroller". The navigation bar shows "NYSLRS Website • Account Homepage" and "Help Contact Us". The user is signed in, with a "Sign out" link. A progress bar indicates two steps: "1 Retirement Application" and "2 Retirement Online and Benefits". The main content area is titled "Upload Your Documents" and contains a "File Attachment" pop-up window. The pop-up window has a "Browse..." button circled in red with the number "92" next to it. Below the pop-up, there is a table of required documents:</p> <table border="1" data-bbox="709 896 1451 982"> <thead> <tr> <th>Required Documents</th> <th>Browse</th> <th>File Name</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>EFT Details</td> <td>Browse</td> <td></td> <td></td> </tr> <tr> <td>Acceptable Proof of Date of Birth</td> <td>Browse</td> <td></td> <td></td> </tr> </tbody> </table> <p>At the bottom right of the page, there is a "Submit" button.</p>	Required Documents	Browse	File Name	Delete	EFT Details	Browse			Acceptable Proof of Date of Birth	Browse		
Required Documents	Browse	File Name	Delete											
EFT Details	Browse													
Acceptable Proof of Date of Birth	Browse													

Step	Action	
<p>93</p>	<p>The 'Choose File to Upload' window will appear. Locate the file on your device to upload. Click the File Name of the document.</p> <p>Note: Only Portable Document Formats (PDFs) that are 1 megabyte (MB) or smaller can be uploaded. No other file format will be accepted. Please do not attach any files within the PDF as an embedded document.</p>	
<p>94</p>	<p>Click the Open button.</p> 	

Step	Action												
<p>95</p>	<p>You will return to the 'File Attachment' pop-up box. Click the Upload button.</p> <p></p>  <p>The screenshot shows the Retirement Online Document Upload Page. A 'File Attachment' pop-up box is open, displaying the file path '\Desktop\retirement\EFT Details.pdf' and a 'Browse...' button. The 'Upload' button in the pop-up is circled in red. The background page shows a progress bar with steps 1 and 2, and a table of required documents.</p> <table border="1" data-bbox="709 894 1451 980"> <thead> <tr> <th>Required Documents</th> <th>Browse</th> <th>File Name</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>EFT Details</td> <td><input type="button" value="Browse"/></td> <td></td> <td><input type="button" value="Delete"/></td> </tr> <tr> <td>Acceptable Proof of Date of Birth</td> <td><input type="button" value="Browse"/></td> <td></td> <td><input type="button" value="Delete"/></td> </tr> </tbody> </table>	Required Documents	Browse	File Name	Delete	EFT Details	<input type="button" value="Browse"/>		<input type="button" value="Delete"/>	Acceptable Proof of Date of Birth	<input type="button" value="Browse"/>		<input type="button" value="Delete"/>
Required Documents	Browse	File Name	Delete										
EFT Details	<input type="button" value="Browse"/>		<input type="button" value="Delete"/>										
Acceptable Proof of Date of Birth	<input type="button" value="Browse"/>		<input type="button" value="Delete"/>										

Step	Action												
<p>96</p>	<p>Repeat these steps to upload any remaining documents. Once you have uploaded all available documents, click the Submit button.</p>  <p>The screenshot shows the NYSLRS Document Upload Page. At the top, there is a navigation bar with the NYSLRS logo and the text 'Retirement Online'. Below this is a dark blue header with 'NYSLRS Website • Account Homepage' and 'Help Contact Us'. The user is signed in as 'Thomas P. DiNapoli, State Comptroller'. A progress bar indicates five steps: 1 Retirement Application, 2 Retirement Option and Beneficiary, 3 Additional Requests, 4 Payment Details, and 5 Final steps. The main content area is titled 'Upload Your Documents' and contains the following text:</p> <p>Upload Your Documents</p> <p>You are required to provide these documents for your retirement to be completely processed. Note: Your retirement application has been certified, but it has not yet been submitted. In order for NYSLRS to process your retirement application, upload the document(s) listed below. If you do not have the documents ready at this time, you can submit the certified application and upload required documents at a later date from your Account Homepage. You must click 'Submit' before leaving this page to submit your certified application. Important: Do not close your browser until you receive a confirmation message that your retirement application has been successfully submitted.</p> <table border="1"> <thead> <tr> <th>Required Documents</th> <th>Browse</th> <th>File Name</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>EFT Details</td> <td>Browse</td> <td>EFT_Details.pdf</td> <td>Delete</td> </tr> <tr> <td>Acceptable Proof of Date of Birth</td> <td>Browse</td> <td></td> <td>Delete</td> </tr> </tbody> </table> <p>A 'Submit' button is located at the bottom right of the page, highlighted with a red box and the number 96.</p>	Required Documents	Browse	File Name	Delete	EFT Details	Browse	EFT_Details.pdf	Delete	Acceptable Proof of Date of Birth	Browse		Delete
Required Documents	Browse	File Name	Delete										
EFT Details	Browse	EFT_Details.pdf	Delete										
Acceptable Proof of Date of Birth	Browse		Delete										

Step	Action
<p>97</p>	<p>The <i>Confirmation</i> page will appear. Click the Close button.</p> 

Step	Action	
<p>98.</p>	<p>The <i>Retirement Online Account Homepage</i> will appear. You have successfully applied for a service retirement in <i>Retirement Online</i>.</p> <p>You can view your application using the Find Documents link in the ‘I want to...’ section and a case link will appear in your ‘My Cases’ section.</p>	