

CONTACT BERS

PHONE

929.305.3800
800.843.5575

Monday - Friday | 8:30 am - 4:30 pm EST

FAX

718.935.4124
718.935.3830

E-MAIL

brespon@bers.nyc.gov

WEBSITE

<https://www.nycbers.org>

DOCUPLOAD

Active
Member



Retiree
Member

Beneficiary



New to
BERS

LOCATION

Board of Education Retirement System
65 Court Street, Room 101
Brooklyn, NY 11201-4965

MAILING ADDRESS

Board of Education Retirement System
55 Water Street, 50th Floor
New York, NY 10041

PAYMENT MAILING ADDRESS

Board of Education Retirement System
P.O. Box 21269
New York, NY 10087-1269

PROCESSING TIME

	PROCESSING TIME
Loans	Approximately 20 business days*
Regular Qualified Pension Plan (QPP) refunds	Up to 180 days from receipt of form
Additional Member Contributions (AMC) Refunds	Up to 180 days from receipt of form
AMC Refunds due to retirement	Up to 3 to 6 months after retirement
TDA Refunds	60 to 90 days from receipt of form
Hardship Withdrawal	60 to 90 days from receipt of form*
Prior Service	Up to 2 years
Tier Reinstatement	Up to 2 years
Transfer Out	Up to 1 year
Pension Check	Can take up to 3 months from the month the member retires to receive the first pension check, which is retroactive to the retirement date
Death Benefits	Can take up to 60 days from submission of completed forms and documentation by each beneficiary
Service Letter	30 days from date of request
Approximation	30 days from date of request
Statement	30 days from date of request
Tier I Retirement Application	Forms must be received at least 30 days prior to the member's immediate retirement date
Tier II Retirement Application	Forms must be received at least 30 days prior to the member's immediate retirement date
Tier III Retirement Application	Forms must be received at least 1 day prior to the member's immediate retirement date
Tier IV Retirement Application	Forms must be received at least 1 day prior to the member's immediate retirement date
Tier VI Retirement Application	Forms must be received at least 1 day prior to the member's immediate retirement date

We encourage you to keep this chart in an accessible place and we hope that you find it helpful. This list is meant to provide a general guideline but actual processing times can vary depending on a member's specific situation.

* Assuming Eligibility Requirements have been met and the required application has been submitted correctly.