

THINGS TO BE AWARE OF WHEN YOUR APPLICATION IS NOTARIZED

A correctly notarized document will ensure faster processing and saves you time and money. Here are a few things to look out for while you get your documents notarized to ensure that your applications will not be rejected:

IN PERSON

This entire section must be completely filled in.

Make sure that the dates match

Make sure that the counties match

Make sure that the Notary signs their name and also stamps their seal in the box on the right

ACKNOWLEDGEMENT

I acknowledge receipt of your letter informing me of the Internal Revenue Service (IRS) established rules regarding Required Minimum Distribution. I hereby apply to receive the Required Minimum Distribution based on the election I have chosen.

DO NOT SIGN OR DATE UNLESS IN FRONT OF A NOTARY

Signature
REQUIRED

John Q. Public

Date

2/10/2025

State of *New York* County of *Bronx*
On this *10th* day of *February* in the year 20 *25*
personally appeared before me the said *John Q. Public*
to me known to be the individual described in and who execute the
foregoing document, and he (she) duly acknowledged to me that he
(she) executed the same, and the statements contained therein are true.

Affix official seal in the box below

JAY HANCOCK
Notary Public, State of New York
No. 01ER657895
Qualified in Bronx County
Commission Expires on 12/31/2026

Jay Hancock

Signature of Notary Public or Commissioner of Deeds

USING A REMOTE NOTARY

If you are not in person when your document is being notarized, the notary must be able to see you and your ID on camera. The notary must include information about the ID which you produced

There should also be a note that states that the notarization was done remotely

ACKNOWLEDGEMENT

I hereby acknowledge that the above elections relating to my participation in the BERS Tax Deferred Annuity program are correct and confirmed with my signature below.

DO NOT SIGN OR DATE UNLESS IN FRONT OF A NOTARY

Signature:

John Q. Public

Date: *3/13/2025*

John Q. Public who produced New York Drivers license as identification

State of *Texas* County of *Jefferson*
On this *13th* day of *March* in the year 20 *25*
personally appeared before me the said *John Q. Public*
to me known to be the individual described in and who execute the
foregoing document, and he (she) duly acknowledged to me that he
(she) executed the same, and the statements contained therein are true.

Affix official seal in the box below

ALFRED SMITH
Notary ID #132642149
My Commission Expires
August 25, 2026

Alfred Smith

Signature of Notary Public or Commissioner of Deeds
Remote Online Notary Public
State of Texas, Jefferson County

KBA online using audio video communication

The following examples show Notary seals which will cause your application to be rejected

Example 1

Incomplete - the date is missing

Affix official seal in the box below



Example 2

Light and faded - unable to be read

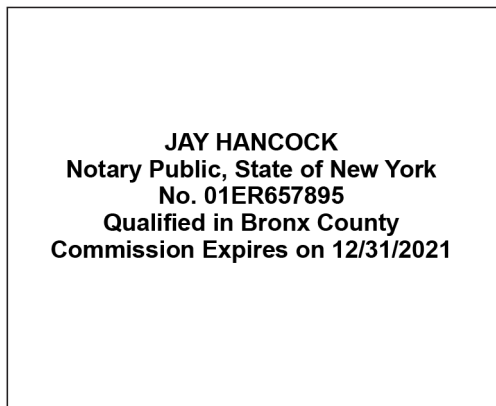
Affix official seal in the box below



Example 3

Expired Date - please make sure the date is current.

Affix official seal in the box below



Example 4

Blurry Image - unable to be read

Affix official seal in the box below



Example 5

The Embossed or Raised seal - this type of seal will not show when your document is scanned.

Affix official seal in the box below



What you must do if your notary has a raised seal

Look at the box to see if you can see ink on the notary's seal. If you do not see any ink, touch the box where the seal should be. If you feel texture in the box, then your notary has used a raised seal. You must ask the notary to write out the following information beside the raised seal:

- The notary's name
- The number on the seal
- The County of issue
- The seal's expiration date

Note: BERS will reject your application if any of the handwritten information is unreadable.