

HOW TO MAKE A FINAL RETIREMENT APPOINTMENT WITH BERS

Step 1.

BY PHONE - Call 929-305-3800 to schedule an appointment.

A Call Center representative will assist with scheduling a teleconference consultation for you.

PLEASE NOTE: If your retirement date needs to be sooner than our next available consultation you will be placed on an urgent list and a representative will contact you.

BY EMAIL - You can also request an appointment by emailing Brespon@bers.nyc.gov. If you choose email, you must include the following:

- "Appointment Request" in the subject line
- Your BERS Member number or Employee ID number
- The best telephone number to reach you
- The best email address to reach you
- Expected date of retirement

Using the information you provided, a BERS representative will schedule a teleconference consultation for you. You will receive an email from BERS with the details of the appointment.

Step 2.

On the date and time of your appointment, a BERS Benefits Examiner will call you to discuss your retirement details and go over your retirement options.

Once you have discussed your options with the retirement benefits examiner, they will let you know the next steps.

If you are eligible and are filing for retirement, BERS will send you the retirement application and follow up on how to submit it.

- * Requesting an approximation would also help in your final decision of setting a retirement date.
- ** For those who are 65 and over, you will be required to apply for Medicare Part B. Therefore, make sure you contact BERS 4 to 5 months in advance of your retirement date.