

SUBMITTING YOUR DOCUMENTS BY FAX



STOP

If you wish to submit your documents and applications by FAX, first check out these tips on what you need to do to send them to BERS. Please follow the instructions below to ensure that BERS will receive your documents correctly and this will allow for faster processing of your applications.



THE BASICS

The following basics steps apply to all methods of submission:

- Fill out your form.
- Sign and date it in front of a notary.
(For additional tips please see our resource sheet ["NOTARIZING YOUR DOCUMENTS INSTRUCTION SHEET"](#))
- Review the form to make sure that everything is correct before you leave the notary office.



SPECIAL NOTE FOR DIGITAL FILES: Only 1 type of form must be within a multiple page PDF. For example: do not combine the pages of a Designation of Beneficiary form and TDA Loan application form into 1 PDF. Each type of form must be submitted separately.



IMPORTANT: BERS forms are designed as a 2-sided document, so if you submit the form by Fax, you will need to make sure you either 1) print the document as single sided pages or 2) print it as a 2-sided document then make single sided photocopies of each page.

FAX INSTRUCTIONS

- Step 1** Make sure the form you will fax is single sided so you do not miss any pages.
- Step 2** Put your pages in numerical order – start with page 1 on the top.
- Step 3** Follow the instructions of your Fax machine and submit the pages to either 718-935-4124 **or** 718-935-3830. **Please do not fax it to both numbers.**
- Step 4** Make sure you receive a confirmation that your fax was successful.

