

SUBMITTING YOUR DOCUMENTS BY MAIL



STOP

If you wish to submit your documents and applications by Mail, 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.



SUBMITTING BY MAIL

IMPORTANT: BERS forms are printed as 2-sided documents. This means that you will need to complete each side of the application for it to be accepted.



Step 1 Fill out your form(s).

Step 2 Sign and date the form(s) in front of a notary. (For additional tips please see our resource sheet "[NOTARIZING YOUR DOCUMENTS INSTRUCTION SHEET](#)")

Step 3 Review the form(s) to make sure that everything is correct before you leave the notary office.

Step 4 Place your documents in a secure envelope, seal the envelope. NOTE you may include multiple forms in the same envelope, but each form must be properly completed and notarized.

Step 5 Use the New BERS Mailing Address:

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

Step 6 Attach a stamp with sufficient funds to cover the postage.

