



Office of General Services Business Services Center

Information Announcement

Retirement Member Annual Statements and *Retirement Online* – New Self-Service Tool

May 10, 2017

This announcement provides important information for employees regarding the New York State Retirement Member Annual Statements and the new *Retirement Online* self-service tool from the New York State and Local Retirement System (NYSLRS).

Retirement Member Annual Statements for 2017

The distribution of the NYSLRS Member Annual Statements is expected to begin mid-May and continue through mid-July. This year Member Annual Statements will be mailed directly to the employee's home address on file with NYSLRS. To ensure you receive your statement and other retirement correspondence, you should visit the [Retirement Online](#) website to verify/update your address. It is important to know that the NYSLRS contact information is maintained independently from other human resource systems.

If corrections are needed to your NYSLRS contact information, please also verify that the address on your paycheck or advice is correct and if not, submit a [Personal Data Change Form](#) to the BSC to update this information in other systems. Personal Data Change Forms can be sent to the BSC by e-mail at BSCPersonnelAdmin@ogs.ny.gov, by fax to (518) 457-1879, or by mail to:

**BSC Personnel Administration
1220 Washington Avenue
Building 5, Floor 4
Albany, NY 12226-1900**

BSC staff will update your personnel records including your paycheck and health insurance records.

Retirement Online – Self-Service Tool

Retirement Online is a new self-service tool that allows NYSLRS members and retirees to:

- Review benefits information
- Update their address
- Review NYSLRS benefits and conduct transactions such as changing contact information
- Submit beneficiary designations
- Active members can apply for a loan, and retirees can generate their own income verification letters

To learn more and/or to register, please visit the *Retirement Online* website at: www.osc.state.ny.us/retire/retirement_online/customers.php. If you are having browser compatibility issues, please try using Google Chrome or your home computer to log onto the *Retirement Online* website.

For more information, and to view a letter from Comptroller DiNapoli regarding *Retirement Online*, please visit http://www.osc.state.ny.us/retire/retirement_online/marketing_toolkit/word_and_pdf_documents/ro-message.pdf

For questions regarding your Member Annual Statement, or enrolling in *Retirement Online*, please call the NYSLRS Contact Center at 1-866-805-0990 or (518) 474-7736 or visit them online at <http://www.osc.state.ny.us/retire/>. For assistance with the Personal Data Change Form, please reach out to the BSC Personnel Administration Unit at BSCPersonnelAdmin@ogs.ny.gov or (518) 457-4272.