

Instructions on how to file a Notice of Participation –Form 622 with the New York City Employees’ Retirement System

Complete the form **NYCERS WTC Notice of participation, Form # 622** in its entirety and have it notarized at the bottom where indicated.

Make at least one Photocopy of the Completed and Notarized form to serve as your personal permanent record of filing.

It is always best to file in person, however here are simple step-by-step instructions to file by **certified mail return receipt requested:**

1. You will need two simple forms, available at any post office:

PS Form 3800 (this forms contains a trackable bar-code and a 20 digit certified mail reference number), and

PS Form 3811 (the return green card that acts a proof of receipt)

2. Prepare certified mail return receipt documents (enclosed for your convenience) Note: The **PS 3800** form (paper) has a 20 digit number strip at the top which is removable

3. Write the 20 digit certified # (on the top your copy of the Notice (**NYCERS Form 622**)) as follows: “certified mail return receipt number #_____”

4. Pull the strip with the 20 digit number off the top of the **PS Form 3800**, and affix it to Box 2 of the green post card, (PS 3811)side 2, Box 2.

5. In Box 1 of the **PS-3811** Postcard print the address of the retirement system:

**New York City Employee’s Retirement System
WTC-Notices
335 Adams Street
Suite 2300
Brooklyn, NY 11201-3751**

6. Also print that same Retirement System in the area indicated on the **PS-3800** form. Turn the form over and write your name and “WTC Notice” wherever you find room.

7. On the **PS-3811** Green Postcard, side 2, above where it says “SENDER:COMPLETE THIS SECTION” print your registration number and the words “WTC Notice of Participation” and your name.

8. Turn the **PS-3811** Postcard over and neatly print your name and address where indicated.

9. Prepare an envelope neatly addressed to the NYC Retirement System address, as above.
10. Place the original Notarized notice of participation in the envelope. Seal the envelope. Place the **PS-3800** form on the envelope to the right of your return address, so that the words “certified mail” are at the top. The flap may cover the address of the retirement system on the front of the envelope, but don’t worry about that.
11. Remove two from the front of the postcard, this will reveal adhesive. Place the postcard on the back of your envelope, Front down, so that the Retirement System address on side two is what you see.
12. Bring the Envelope to a POST OFFICE. DO not merely drop it in a mailbox.
13. The post office will determine the postage, and give you back the flap half of the PS 3800. Staple that to YOUR copy of the NYC Retirement System Notice of Participation - **Form 622**.
14. After the Post office delivers the mail, you will receive back the Green Post Card\ showing that it was received by the retirement system. Staple that card to your copy of the Notice of Participation – **Form 622**.
15. Keep your documents and proof of mailing in a safe place with your important personal papers, in case you ever need to show proof that you registered.

To file in person

- To file in person, visit the office of the New York City Employees’ Retirement System at 340 Jay Street, Mezzanine Level, Brooklyn, NY 11201-3751, during normal business hours (telephone 347-643-3000)
- Bring your original and your personal file copy. Have the clerk “stamp in” your original. Also have them stamp your own copy so that you can prove they received the original
- Keep your documents and proof of mailing in a safe place with your important
- personal papers, in case you ever need to show proof that you registered