

FREQUENTLY ASKED QUESTIONS AND ANSWERS

- Q. Can I use my New York City Department of Education service toward my longevity and/or seniority in my current out of state system?**
- A. Please contact your current system to see if prior New York City Department of Education service is applicable.**
- Q. Can I transfer my pension credit from one retirement system to another?**
- A. Whereas most retirement systems will allow the transfer of pension credit, it is advisable to first contact your previous or current retirement system for a copy of your accredited service and then contact your new retirement system to see which type of credit can be transferred.**
- Q. How would I obtain a copy of my teaching license?**
- A. By contacting the NYCDOE Division of Human Resources, Office of Teacher Records, 65 Court Street, Room 823, Brooklyn, NY 11201, Tel. (718) 935-3257.**
- Q. How can I obtain a copy of my W-2 record from 1991 to present?**
- A. Contact the Office of Payroll Administration, 1 Centre Street, Room 200N, New York, NY 10007, Attn: W-2 Unit**
- Q. Am I being paid on the proper salary “step”?**
- A. Please contact NYCDOE Division of Human Resources, Bureau of Salary Differentials and Status, 65 Court Street, Rm. 814, Brooklyn, NY 11201, Tel. (718) 935-2642.**

REQUESTS FOR VERIFICATION OF SERVICE

In order to facilitate the ability of the Division of Financial Systems & Business Operations to research and respond to requests in a timely manner, we are asking that you review the guidelines outlined below as well as on the link itself and follow the procedure indicated for the type of information you are requesting.

<https://payrollportal.nycboe.net/payrollportalweb/Main.aspx>

<i>INFORMATION REQUIRED</i>	<i>PROCEDURE</i>
Request for pension information e.g. membership dates, contributions, buy back, etc.	Contact your Retirement System for this information.
Request for verification of service for an agency other than the NYC Department of Education.	Forward your request to the appropriate agency.
Request of verification of Custodial service.	Contact the Office of Custodial Payroll, 65 Court Street, 10 th Floor, Brooklyn, NY 11201
Requests for services rendered as a School Safety Agent after December 20, 1998.	Contact the New York City Police Department, Division of School Safety.
Request for verification of service rendered in a Day Care Center, Child Care Program and/or "At Home" Program or as a Community Liaison.	Contact the NYC Department of Social Services unless the position was specifically funded by the NYC Department of Education.
Request for verification of service rendered during employment in CUNY or SUNY.	Contact the Board of <u>Higher</u> Education.
Explanation of discrepancy regarding annual Social Security statement for any if not all years between Jan. 1, 1986 thru June 30, 1991.	Contact in <u>writing</u> the Office of Payroll Administration, FICA Recovery Unit.
Request for a copy of a teacher's service history	Contact the Office of Salary Services, via fax 718-935-5185 or email TSHV@schools.nyc.gov
Request for research/correction of information incorrectly indicated on an Employee Profile.	Complete the Verification request form; indicate discrepancy in the comments box. Once service is verified, forward it to the Office of Regional Field Services to have your Employee Profile updated.
Submission of Mortgage, NYCHA forms, Employment letters, character references & other miscellaneous forms.	These forms are not completed by the Office of Employment Records Research; instead you should submit them to your current/last assignment with the Dept. of Education. e.g. School Secretary, personnel officer, etc.
Service verification for "School Crossing Guards"	Contact the NYPD Employment Section located at 1 Police Plaza, Room 1014, New York, NY 10039
Request of W-2 information. (Actual W-2 copies are non-existent)	The Department of Education provides free of charge the years 1965 thru '69, 1972 thru '90. For a small fee the Office of Payroll Administrations' W-2 unit can provide 1991 to present.

IMPORTANT ADDRESSES

<p><u>New York City Teachers' Retirement System</u> Attn: Member Status Unit 55 Water Street New York, NY 10041</p>	<p><u>New York City Employees' Retirement System</u> Attn: Buy Back Unit 335 Adams Street, Suite 2300 Brooklyn, NY 11201-3751</p>
<p><u>NYC Board of Education Retirement System</u> 65 Court Street, 16th Floor Brooklyn, NY 11201-4965</p>	<p><u>New York City Police Pension Fund</u> Attn: Membership Services 233 Broadway, 19th Floor New York, NY 10279</p>
<p><u>New York State Teachers' Retirement System</u> 10 Corporate Woods Drive Albany, NY 12211-2395</p>	<p><u>N.Y. State & Local Retirement Systems</u> Attn: Arrears Unit 110 State Street Albany, NY 12244-0001</p>
<p><u>New Jersey Division of Pensions and Benefits</u> Attn: Purchase Section P.O. Box 295 Trenton, NJ 08625-0295</p>	<p><u>State of Connecticut Teachers' Retirement Board</u> 765 Asylum Avenue Hartford, CT 06105-2822</p>
<p>FDNY Pension Fund 9 Metrotech Center 6th Floor Brooklyn, NY 11204-3857</p>	<p><u>Common Wealth of Pennsylvania Public School Employees Retirement System</u> P.O. Box 125 Harrisburg, PA 17018-0125</p>
<p>The Board of <i>Higher</i> Education 535 East 80th Street, New York, NY 10021.</p>	<p>Social Security Administration Office of Central Operations Earnings Record Information Unit 300 North Greene Street Baltimore, MD 21201</p>
<p>NYC Office of Payroll Administration 1 Centre Street Rm. 200N New York, NY 10007</p>	<p>NYC Department of Education Division of Human Resources Office of Regional Field Services 65 Court Street Room 811 Brooklyn, NY 11201</p>

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