Fashion Institute of Technology
Human Resources
236 West 27th Street, 11th Floor
(212) 217-3670 * FAX (212) 217-3652

TO: All New Part-Time Classroom Faculty and Non-Classroom Faculty
FROM: Human Resources
RE: **New York State Teachers' Retirement System Election**

Please complete and sign this memo and return within 10 days to:
HUMAN RESOURCES, 236 West 27th STREET, 11th FLOOR

TO: Human Resources

FROM: _____
Name (Print) Soc. Sec. # Department

I hereby acknowledge that I have been informed by the Fashion Institute of Technology, my employer, that as a "teacher" not currently a member of the New York State Teachers' Retirement System who is or will be rendering less than full-time service, I may, as a matter of right, join the New State Teachers' Retirement System. I further acknowledge that I understand under present law if I elect to join the New York State Teachers' Retirement System, I must complete a Retirement System membership application which must be filed with the Retirement System in order to be effective. As a result of joining the Retirement System, I will be required to contribute, pursuant to Article 15 of the Retirement and Social Security Law, 3% of my salary to said Retirement System through FIT payroll deductions.

PLEASE SIGN ONE OF THE ITEMS LISTED BELOW:

(A) I will apply: Employee Signature_____ Date_____

(B) I will **not** apply: Employee Signature_____ Date_____

(C) I am currently a member of the New York State Teachers' Retirement System:

Employee Signature _____ Date: _____

NYSTRS Membership Number (required)_____

Note: If you are currently a member of the NYSTRS, the Fashion Institute of Technology is required to deduct any mandatory employee contributions through payroll deduction and to make any required employer contributions on your behalf if you are employed at the College in an eligible position.

IMPORTANT: **If you checked (A) above, please obtain the required membership application from Human Resources. Your completed and notarized application should be returned to Human Resources. Your membership in the Retirement System will not become effective unless your completed application is received. NYSTRS Membership Handbooks are also available in Human Resources.**

FOR OFFICE USE ONLY
Application sent/give to employee on:_____ Application received by HR on: _____

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