



Mail completed form to:
30-30 47th Avenue, 10th Fl
Long Island City, NY 11101



Affidavit Concerning Lost Check

This form is for members and pensioners who wish to report the loss of a check. In order to report such a loss, you must fill out this form and return it to NYCERS. Please be sure to read the instructions below and complete the requested information. **NOTE: If the address you provide on this form is different from your address in our system, the new address will become your official address in our records.** If you have any questions regarding this form, please contact our Call Center at 347-643-3000.

Member Number	OR	Pension Number	Last 4 Digits of SSN	Home Phone Number	Work Phone Number
				()	()
First Name		M.I.	Last Name		
Address					Apt. Number
City			State	Zip Code	

TYPE OF CHECK LOST (please check only one box from Section A or Section B):

Section A ☐ Tier 1 or Tier 2 Loan ☐ Monthly Pension Payment ☐ Fractional Benefit

A replacement (paper check) will be sent to the mailing address on file if you checked a box in Section A. If you would like your Monthly Pension Payment direct-deposited in the future, you must complete and submit Form 380, available at www.nycers.org.

--OR--

Section B ☐ Tier 3, Tier 4 or Tier 6 Loan ☐ Lump-Sum Survivor Benefit (Death in Service)
☐ Refund (all tiers) ☐ Lump-Sum Pensioner Survivor Benefit

If you checked a box in Section B, your replacement check can be direct-deposited into your bank account. Please see pages 3 and 4 for instructions. **NOTE: Lost rollover checks CAN ONLY BE REPLACED BY A PAPER CHECK, not by direct deposit.**

STATEMENT:

Although I have been informed by NYCERS that the type of check designated above in the amount of

[MM/DD/YYYY]

\$ and dated / / was issued to me and mailed to the following:

Address		Apt. Number
City	State	Zip Code

I hereby inform NYCERS that I have not received the above-mentioned check. I further state that I do not know where this check may be at the present time, and that I am filing this form to have a replacement check issued to me in the same amount as the original check issued by NYCERS. If other circumstances exist, please state briefly: (Example: Check was received but stolen or lost after receipt)

In the event that the original missing check comes into my possession at any time, I promise to return it immediately to NYCERS at the above address. If at any time it is found that the original check has been cashed by me, I hereby authorize NYCERS to deduct the amount of the check from any future payments.

Sign this form and have it notarized, Page 2



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Member Number	Pension Number	Last 4 Digits of SSN

☐ The address below is a new address to which I want the replacement check and all future checks mailed.

In Care of (if Applicable)

Address		Apt. Number
City	State	Zip Code

Signature of Member	Date

Pursuant to The Penal Code of the State of New York, offering a document containing false statements or false information constitutes a felony punishable by a maximum of 4 years imprisonment. All documents suspected of containing false statements will be referred to The New York City Department of Investigation for investigation.

This form must be acknowledged before a Notary Public or Commissioner of Deeds

State of _____ County of _____ On this _____ day of _____ 20____, personally appeared
before me the above named, _____, to me known, and known to
me to be the individual described in and who executed the foregoing instrument, and he or she acknowledged to me that he or she
executed the same, and that the statements contained therein are true.

If you have an official seal, affix it

Signature of Notary Public or
Commissioner of Deeds _____
Official Title _____
Expiration Date of Commission _____

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THIS AREA FOR NYCERS USE ONLY

Month of	[MM/DD/YYYY] / /	LCA sent to C.O.	[MM/DD/YYYY] / /
Amount \$		Stop Payment on	[MM/DD/YYYY] / /
MICR #		Serial # or	<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 30px; height: 20px; margin-right: 5px;"></div> <div style="margin: 0 5px;">/</div> <div style="border: 1px solid black; width: 60px; height: 20px; margin-right: 5px;"></div> <div style="margin: 0 5px;">-</div> <div style="border: 1px solid black; width: 60px; height: 20px;"></div> </div>



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If your lost check is for a:

- Tier 3, 4 or 6 Loan, or**
- Refund (all tiers), or**
- Lump-Sum Survivor Benefit (Death in Service), or**
- Lump-Sum Pensioner Survivor Benefit**

you can receive your replacement check by EFT

Electronic Fund Transfer (EFT) is an Easy, Fast, Trouble-free way to have your payment deposited directly into your checking or savings account.

Why EFT?

- It is EASY: No trips to the bank in bad weather; no waiting in line to deposit the check.
- It is SAFE: No risk of a lost or stolen check.
- It is FAST: No waiting for the check to clear -- the money is available immediately to make it easier for you to meet your obligations, regardless of storms or natural disasters.

How to set up EFT for your replacement check:

- Complete the first two pages of this form to report your lost check.
- Fill out the form on the back of this page to provide your banking information. Follow the instructions carefully.
- Mail or bring this completed form to NYCERS.

A lost rollover check cannot be replaced by EFT, only by a paper check.

PENSIONERS, PLEASE NOTE: If you are receiving your monthly pension payment by PAPER CHECK, you cannot use this form to request direct deposit. Your replacement payment will be issued as a paper check. If you would like your FUTURE monthly payments to be direct-deposited, you must complete and submit this form (Form 399) to report your lost check AND Form 380 -- Authorization for Electronic Fund Transfer (EFT). Form 380 can be downloaded from our website at www.nycers.org.

EFT....an Extremely Fast Transaction



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Member Number Pension Number Last 4 Digits of SSN

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Read and complete the information in this section **ONLY** if you checked a box on page 1 to indicate that the lost check is for a Tier 3, Tier 4 or Tier 6 Loan, Refund (all tiers), Lump-Sum Survivor Benefit (Death in Service), or Lump-Sum Pensioner Survivor Benefit and you choose to have your replacement check deposited directly into your account by Electronic Fund Transfer (EFT). If you do not complete this section, your replacement check will be mailed to the address on file.

- Make sure you have filled out the first two pages of this form, Affidavit Concerning Lost Check.
- Attach one of your preprinted personal checks or preprinted savings deposit slips in the space provided below.
If your bank no longer provides personal checks or preprinted savings deposit slips, attach a copy of the top portion of your Checking or Savings Account Bank Statement.
- If submitting a preprinted check or deposit slip write VOID (in large letters) across the face, as indicated in the sample below.
- Do NOT sign the check that you are attaching to this page.
- Write in your **Bank Name**, **Account Number**, the **Bank Routing Number** and select which account you want your funds directly deposited into under "Banking Information."
- Mail or bring this completed form (including complete Affidavit Concerning Lost Check) to NYCERS.

NOTE: Lost rollover checks can only be replaced by a paper check, not by direct deposit.

Sample Check

BANKING INFORMATION

Deposit to my ☐ Checking ☐ Savings

Bank Name _____

Account # _____

Bank Routing Number _____

Sample Deposit Slip