



NEW YORK CITY DEPARTMENT OF CORRECTION
Louis A. Molina, Commissioner
Nadene M. Pinnock, Deputy Commissioner
Claudette Hamilton, Assistant Commissioner
Human Resources
75-20 Astoria Boulevard, Suite 320
East Elmhurst, New York 11370
Phone: (718) 546-3100
Fax: (718) 278-6084

SOCIAL SECURITY AND PENSION MEMORANDUM

Instructions: Please complete all fields in the form below and submit to HRStaffing&CertRequest@doc.nyc.gov. Your signature will be collected on your first day of employment.

1. After six (6) months, all **PERMANENT** employees **MUST** join the New York City Employee Retirement System (NYCERS) (i.e., pension system). You may however, join immediately if you so desire.

2. Pension membership is optional for **PROVISIONAL** and **NON-COMPETITIVE** employees.

3. Once you join the Pension System you cannot withdraw unless you resign.

4. **Are you currently a NYCERS Member?** Yes No

a) If Yes, please insert your pension number:

b) If No, would you like to join the pension: Yes No

5. **Current City Service?** Yes No

a) If Yes, which agency:

b) City Start Date: (mm/dd/yyyy)

6. **Prior City Service?** Yes No

a) If Yes, which agency:

b) Dates employed: From: To:
(mm/dd/yyyy) (mm/dd/yyyy)

Date (mm/dd/yyyy)

Signature