



**MEMORANDUM**

1. After six (6) months, all **PERMANENT** employees **MUST** join the New York City Retirement System (Pension). 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: \_\_\_\_\_
6. **Prior City Services?** Yes \_\_\_\_\_ No \_\_\_\_\_
  - a) If Yes, which agency: \_\_\_\_\_
  - b) Dates employed: From \_\_\_\_\_ To \_\_\_\_\_

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**SIGNATURE**