

ATTACHMENT A
PROJECT SPECIFICATIONS AND PERFORMANCE STANDARDS

ITEM

New York State and Local Retirement System (NYSLRS) 2023-2026 Member Annual Statements

ESTIMATED QUANTITY

675,000 Statements and envelopes to be printed. Historical variance in membership from year to year during the prior cycles averaged 1%. The actual number of Statements needed will be communicated in writing to the Contractor at the beginning of the yearly cycle. Underruns are not acceptable. Overruns exceeding 1% will not be accepted. The actual number of Statements to be initially processed with variable information will be approximately 655,000.

PRINTING PROCESS

Statement: Dynamic PDF Production/One-Pass Digital (digital press, inkjet web, thermal inkjet or laser) – Images will be provided to the Contractor along with formatting and styling specifications. The Contractor must dynamically produce a PDF for each member using supplied Comma-Separated Value (.csv) data, mapping document and specifications.

Envelope: Offset. Three spot color: black, PMS 187 and PMS Cool Gray 1 at 40% (Minimum 150 Line screen for a fine continuous tone - 85 Line screen will not be accepted).

PRINTING QUALITY/RESOLUTION

Statement: Prints must be high definition/photo quality of 2400 nozzles per inch (Ink Jet Web or Thermal Ink Jet) or 2400 dpi (Laser).

Envelope: Must print 300 dpi.

SIZE

Statement: 8.5" x 11" collated then folded to 5.5" x 8.5" for insertion in envelope
Window Envelope: 6" x 9" or 6" x 9.5" (open side on 9" or 9.5")

NUMBER OF PAGES

Statement: A minimum of four (two double-sided sheets); a maximum of six pages (three double-sided sheets)

Envelope: N/A

CONSTRUCTION

Statement

The Statement must be printed, collated, and folded to 5.5" x 8.5". The folded Statement is then inserted into the window envelope, with the member's full name and complete address (including bar coding as appropriate) showing through the window.

Envelope

- Envelope 6" x 9" or 6" x 9.5" (open side on 9" or 9.5")
- Window Size 2" x 5"

- Window position placed .75" from left edge of envelope and .625" from bottom edge of envelope.
- Window material should be poly, with sufficient visibility for the entire printed address to be legible and read by USPS scanning and sorting equipment.
- Window patches must be **securely fastened to prevent snagging of inserted material.**
- Glue on flap must be of sufficient consistency and quality to ensure envelope stays sealed throughout the mailing process.
- Envelope must meet all current United States Postal Service ("USPS") Regulations.

Indicia

670,000 envelopes must be printed with first-class, presorted bulk mailing indicia. Only these envelopes are to be used for the mailing to members home addresses. The remaining 5,000 envelopes must be printed without indicia, and those envelopes **will be used to mail the Statements in File 2 (approximately 150), and any reprints necessary (approximately 2,500). The remainder of non-indicia envelopes must be delivered to NYSLRS warehouse in Menands, NY after reprints are complete.** Delivery address and specifications will be provided by NYSLRS. Price must include delivery.

FILE TYPE

NYSLRS will provide the Contractor with digital image files in .jpg or .tif format. Variable data will be provided in .csv format.

STOCK

Statement

60lb (text weight), 30% PCW, Rolland Enviro Opaque, or Finch Casa Opaque, Bright Cool-White, Smooth Finish. NYSLRS will consider equivalent 60lb opaque, bright Cool-White stock, that is a minimum of 30% PCW only if the Rolland Enviro or Finch Casa is not available due to extraordinary circumstances. Any proposed substitution must be of a similar quality to the Rolland or Finch paper and be approved by NYSLRS prior to contract award.

Envelope

70lb, 30% PCW, Rolland Enviro or Finch Casa Opaque (or equivalent) Bright White (or) 28lb Recycled White Wove. Any proposed substitution must be approved by NYSLRS prior to contract award.

NOTE: When printing is provided on recycled stock, Contractor must include a printed statement or symbol on the printed material that indicates that the document is printed on recycled stock.

PRESSWORK

Statement

Prints 4-color process, 2 sided, no bleeds.

Envelope

Prints 3-spot color, 1 side, no bleeds (message will appear on flap, 30% PCW or recycle logo must appear on back of envelope). If a subcontractor is used, they **MUST** be capable of producing 300 dpi/150 lpi, continuous tone graphics. Requires tight registration, printer must apply a 1pt trap.

Bio-based Content

Contractor must, to the maximum extent practicable, purchase water-based or vegetable-based lithographic ink, which will reduce the amount of VOCs released into the environment.

In accordance with Article 2, section 7-a of the New York State Printing and Public Documents law, unless it is determined that the cost of printing with vegetable-based ink is significantly greater than the cost of printing with petroleum-based ink, all lithographic inks used in the production of New York State printing requirements must contain the following minimum percentages of vegetable oil: News Inks - 40%; Sheet Fed Inks - 20%; Forms Inks - 20%; Heat Set Inks - 10%.

Item	Percentage of Vegetable Oil
News Inks	40%
Sheet Fed Inks	20%
Forms Inks	20%
Heat Set Inks	10%

Heavy Metal Content

The sum or incidental concentration levels of lead, cadmium, mercury or hexavalent chromium in ink must not exceed 100 parts per million (ppm) by weight.

Recycled Content

Contractor is encouraged to purchase ink that maximizes recycled content.

Environmental Performance

Contractor is encouraged to purchase ink, which meets or exceeds the Ecologo Certification Criteria Document for Printing Inks (CCD-040).

FONTS

Arial font family

BARCODING

USPS-compliant barcodes must be derived by the Contractor from National Change of Address (NCOA) compliant address data that will be supplied by NYSLRS. Our members may reside in all 50 states, the District of Columbia, and several foreign counties. The barcodes may be printed in either of two places:

- 1) the address block on the Statement, or
- 2) on the outside of the envelope.

QUALITY CONTROL/TRACKING

By submission of a response, the Contractor guarantees that, in addition to other requirements stated in the Draft Contract, Statements and envelopes will adhere to the following:

- Only one Statement will be inserted in each envelope.
- Each envelope must be SECURELY sealed to ensure confidentiality.
- All Statements will be mailed to the correct member.
- Each Statement MUST have a unique number\identifier for tracking purposes.
- All mailing labels will be legible.
- All street addresses substituted for post office box addresses will be accurate.

- Glue on flap of envelope must be of sufficient consistency and quality to ensure envelope stays sealed throughout the mailing process.

PROOFS

Envelope

Two sets (with and without indicia) of SHERPA or equivalent color proofs due to NYSLRS within seven business days after receipt of files. A constructed proof (or blue) must accompany the color proofs.

Printed samples (press proof flats or constructed envelopes) with poly window affixed due to NYSLRS within 20 business days after approval of color SHERPA proofs.

Statement PDF

Formatted base layout of Statements due to NYSLRS within 10 business days after receipt of image files.

Statement Variable Data Proofs

Two hard-copy sets of formatted Statements, produced from the test data file supplied by NYSLRS, are due to NYSLRS within 10 business days after receipt of test data file containing records from the actual production file. The test data production file will be provided to the Contractor on or about the second week in March. These proofs should reflect the final layout and variable data placement. Proofs must contain the variable test data, the Comptroller's Message and must be printed on the 60lb (text weight) Rolland Enviro, or Finch Casa, 30% PCW Bright White, Opaque, Smooth Finish. Facsimiles or white sheets will not be acceptable. NYSLRS will consider equivalent 60lb opaque, bright white stock, that is a minimum of 30% PCW. Any proposed substitution must be approved by NYSLRS prior to contract award.

If additional proofs are required due to changes/errors due to Contractor/subcontractor oversight or error, no additional charges shall be applied to OSC. Additionally, if new proofs are required due to changes in legislation, changes in OSC policy, or an OSC error, the Contractor must provide OSC with up to five additional revised proofs at no cost.

DATA CONTROL/SECURITY INFORMATION

Requirements

Contractor must:

- Use Secure File Transfer Protocol (SFTP) transfer of files.
- Use a software package that is capable of encrypting and decrypting files sent to or received from the NYSLRS secure transport server.
- Exchange credentials with NYSLRS, enabling each party to login to the other's servers (SSH public keys or password verification).
- Exchange Pretty Good Privacy (PGP) public keys to provide for creation of encrypted files (PGP public keys are not needed when using repository encryption).

File Encryption Software

Contractor may use repository encryption or data encryption software that is compatible with our server. PGP Desktop (versions 9.x and 10.x), PGP Command Line and gnuPG (versions 2.x) are the most used and have been used successfully by NYSLRS external trading partners.

Older versions of PGP below version 8 are not compatible and must be upgraded to work with NYSLRS' servers.

File Usage and Record Counts

Contractor may NOT use a mapping document from previous NYSLRS projects for programming or any other purpose without the WRITTEN CONSENT of the NYSLRS Project Manager and IT Manager.

Before variable data printing starts, the Contractor must provide NYSLRS with a count of records read, records written, and any additional control totals deemed appropriate by NYSLRS, e.g., grand total of total net allowance of all records processed. Only after receiving NYSLRS approval of control totals, should the Contractor begin printing.

PROGRAMMING

This job requires the Contractor to employ nested IF/ELSE logic, as selection of variable paragraphs will depend on the value of certain elements as defined by NYSLRS in documentation that NYSLRS will provide to the Contractor as well as computations performed within vendor code. The Statement has over 80 data points which require logic using .csv files. The Contractor must provide proof of programming capabilities with bid.

MAILING REQUIREMENTS

The Contractor must mail all materials in full compliance with all USPS regulations, providing NYSLRS with the lowest possible first class, pre-sort postage rates. The Contractor must factor the cost of all pre-sorting and delivery fees into its bid; NYSLRS is only responsible for postage costs marked on the Statements and other materials.

The Contractor may not change any address elements, either directly or by means of any software employed. A New York State postmark is preferable. The entire mailing must be completed and mailed no later than the third Friday in June each year.

If any Statements are shipped or lost because of being incorrectly shipped or mailed by the Contractor, the Contractor must reproduce the Statements at no additional charge to NYSLRS and/or pay for the mailing of the lost Statements.

Statements must be distributed via USPS or UPS as specified below:

For the individual mailing of Statements to home addresses, NYSLRS will set up a USPS account at a USPS location convenient to the Contractor (subject to approval by NYSLRS). NYSLRS will subsequently supply the Contractor with sufficient funds (in a check made payable to its local Postmaster) to populate the USPS account in order to cover the cost of mailing the individual Statements to home addresses. The use of an indicia, using language supplied by NYSLRS, will be required for this portion of the mailing. The Contractor must utilize USPS Intelligent Mail® services and use machine-readable barcodes to allow NYSLRS to follow the progress of the mail through the delivery process.

USPS Postage Forms and Estimate

- The Contractor is responsible for completing the USPS mailing/postage forms for NYSLRS.
- The Contractor must provide a postage estimate to NYSLRS no later than the fourth Friday in March of each year covered by contract.
- Any additional postage will be reimbursed at the completion of the project.

Mailing of Extra Statements and Envelopes

After mailing and reprints, any extra copies of Statements, and envelopes must be shipped FOB to destination, including dock delivery, to the following address:

OSC/NYSLRS Warehouse
Attn: Warehouse Manager
150 Broadway
Dock 1 – Comptroller’s Office and Warehouse
Menands, NY 12204

The Contractor must call the OSC Warehouse Manager at 518-474-3438 to set up deliveries of the extra statements and envelopes. Due to staffing schedules, deliveries must be scheduled for specific days. The statements and envelopes must be delivered inside the building. Contact the OSC Warehouse Manager for further information.

Note: All leftover indicia envelopes must be discarded after each year. All leftover non-indicia envelopes, that are not being used for reprints, must be delivered to OSC.

Printed Samples

After distribution of the Statements has begun but before the distribution of the statements is complete, the Contractor must mail fifteen Statement samples and envelopes to NYSLRS at the following address:

New York State and Local Retirement System
Retirement Communications Bureau
Attn: Retirement Publications Manager
110 State Street
Albany, NY 12244-0001

STATEMENT SPECIFICS

NYSLRS will provide two separate variable data files to the Contractor via electronic transmission using SFTP.

File 1

- Statement distribution must begin no later than the third Friday in May of each contracted year and must be completed no later than the third Friday in June of each contracted year.
- There are approximately 654,850 Statements in this category.
- Envelopes with indicia are used for these Statements.

Mailing instructions and additional information for Statements created from information contained on file 1:

- Statements must be mailed individually via USPS to the addresses provided by NYSLRS.
- The Contractor must agree to mail these Statements in full compliance with all USPS regulations, providing NYSLRS with the lowest possible first class, pre-sort postage rates.
- The use of an indicia, using language supplied by NYSLRS, is required for this portion of the mailing.
- No portion of any address (e.g., street number, street name, city, state or zip code) should be changed by the Contractor prior to mailing.

If any Statements are lost because of being incorrectly shipped or mailed by the Contractor, the Contractor must reproduce the Statements, if necessary, at no additional charge to NYSLRS and pay for the re-shipment or mailing of the lost Statements.

File 2

- Statement distribution must be completed no later than the third Friday in June of each contracted year.
- There are approximately 150 Statements in this category.
- Envelopes without indicia are used for these Statements.

REPRINT MAILINGS

Subsequent to the completion of the initial mailings, NYSLRS will provide to the Contractor up to a maximum of 26 separate variable data files via electronic transmission using Secure File Transfer Protocols (SFTP) to enable the Contractor to send reprints to NYSLRS members who request them. Approximately 2,500 Statements are reprinted each year.

Reprint Files

- The first reprint file will be sent to the Contractor approximately one week after the completion of the initial mailing.
- Additional reprint files will be supplied by NYSLRS to the Contractor every 1-2 weeks.
- The reprinting and distribution of these Statements must take place within seven business days from the date the Contractor receives the files from NYSLRS.
- Reprints are mailed individually to member's home addresses via USPS.
- All USPS mailing costs for the reprints will be paid by the Contractor and reimbursed by NYSLRS.
- Envelopes without indicia are used for these Statements.
- Contractor must maintain the templates for the current fiscal year to use for reprints.

DATA FILES & PROJECT TIMELINE:

- **Note: For the term of the contract, the date is listed in all instances when a due date is specified.** All variable data files will be transmitted to the Contractor via Secure File Transfer Protocol (SFTP) technology.
- Shortly after the contract is awarded, NYSLRS will provide the Contractor with a file definition and a sample design layout will be provided to the Contractor. A sample file definition and a sample layout are attached, although this is NOT the final file definition, nor the final design layout.
- On or about the second Friday in February, NYSLRS will provide the Contractor with a data mapping document containing the criteria for printing each variable paragraph and the text and/or variable data to be included in each paragraph.
- On or about the first Friday in March, NYSLRS will provide the Contractor a test file containing variable data.
- Within five business days of providing the Contractor with the test file, the Contractor must open the test data file, evaluate the data, and communicate with OSC project contact and IT lead regarding any potential problems/issues with the test data.
- Within 10 business days of providing the Contractor with the test file, the Contractor must supply formatted computer-generated Statements as specified in the file definition and design layout on a sample Statement.
- NYSLRS will review the preliminary test Statements and respond to the Contractor with any corrections that are needed.
- Subsequent to the initial test document review, NYSLRS may provide additional .csv test files to the Contractor, and the Contractor must provide printed test Statements for the records on these files.
- By no later than the first Friday in April, the Contractor must supply formatted computer-generated test Statements based on the file provided on or about the first Friday in March.

- NYSLRS will review the test Statements containing production data and respond to the Contractor with any corrections that are needed.
- By no later than second Friday in March of each contracted year, the Contractor must provide a postage estimate to the OSC project contact.
- By no later than the first Friday in May, the iterative test process above shall be completed.
- By no later than the last business day in March of each contracted year, the Contractor must provide two sets of hard-copy proofs using the live data provided by OSC, as specified in the "Proofs" section in Project Specifications.
- On or about the second Friday in May, NYSLRS will supply the Contractor the first of the two-initial production .csv files.
- On or about the third Friday in May, NYSLRS will supply the Contractor the second of the two-initial production .csv files.
- The Contractor must provide assurance that all records provided to the Contractor, were, in fact, printed and distributed.
- NYSLRS Information Technology group will be available to address any questions regarding the data attributes or problems with the data.

DATA FILES FROM ORIGINAL PRINTING

All data files provided by the agency and art (application) files are the property of New York State and are to be retained by the Contractor for 30 days following completion of the job and then destroyed and/or eradicated entirely. The Contractor must notify NYSLRS in writing upon eradication of data.

PERFORMANCE STANDARDS

Failure to comply with the following performance standards, as determined by NYSLRS, may result in the following liquidated damages.

The imposition of liquidated damages are at the NYSLRS’s discretion.

Performance Standards and Liquidated Damages	
Performance Standard	Liquidated Damages
File 1 Statement distribution must be complete by the third Friday in June of each contracted year.	In each contracted year, liquidated damages of \$1,000 per day for each day beyond the third Friday in June where the Contractor has not completed the distribution of File 1 Statements, up to 25% of the total contract value.
File 2 Statement distribution must be complete by the third Friday in June of each contracted year.	In each contracted year, liquidated damages of \$100 per day for each day beyond the third Friday in June where the Contractor has not completed the distribution of File 1 Statements, up to 25% of the total contract value.
Contractor distributes between one and 70,000 Statements or envelopes that materially deviate from the color proof provided to NYSLRS in terms of presswork, printing quality/resolution, fonts/formatting, or paper stock.	Liquidated damages of \$0.05 for each Statement or envelope distributed that materially deviates from the color proof provided to NYSLRS in terms of presswork, printing quality/resolution, fonts/formatting, or paper stock.
Contractor distributes more than 70,000 Statements or envelopes that materially deviate from the color proof provided to NYSLRS in terms	Liquidated damages of \$0.01 for each Statement or envelope distributed beyond 70,000 that materially deviates from the proof provided to NYSLRS in

of presswork, printing quality/resolution, fonts/formatting, or paper stock.	terms of presswork, printing quality/resolution, fonts/formatting, or paper stock, up to 10% of total contract value.
Contractor distributes between one and 70,000 Statements containing errors in fixed/static or variable data that is not attributable to the negligence of NYSLRS.	Liquidated damages of \$0.15 for each Statement distributed that contains errors in fixed/static or variable data that is not attributable to the negligence of NYSLRS.
Contractor distributes more than 70,000 Statements containing errors in fixed/static or variable data that are not attributable to the negligence of NYSLRS.	Liquidated damages of \$0.05 for each Statement distributed beyond 70,000 that contains errors in fixed/static or variable data that are not attributable to the negligence of NYSLRS, up to 25% of total contract value.

Sample File Definition

Field Sequence	Field Name	Field Size	Field Type	Field Purpose
1	ADDRESS1	55	Mixed Character	Member Address Line 1
2	ADDRESS2	55	Mixed Character	Member Address Line 2
3	ADDRESS3	55	Mixed Character	Member Address Line 3
4	CITY	30	Mixed Character	Member Address City
5	STATE	6	Upper Character	Member Address State
6	DESCR	30	Mixed Character	Member Address Country
7	POSTAL	12	Character	Member Address Postal Code
8	YEAR	4	Number	MAS Year
9	EMPLID	11	Upper Character	Employee ID
10	NY_RETIREMNT_SYS	4	Upper Character	Member Retirement System
11	NY_HOLD_MEM_ANN_ST	1	Upper Character	Hold Member Annual Statement Flag
12	NAME_AC	50	Mixed Character	Member Full Name
13	DATE_OF_BIRTH	10	Date	Member Date of Birth
14	NY_MEMBERSHIP_DATE	10	Date	Member Membership Date
15	TIER_SEQNO	2	Number	Tier Sequence
16	NY_ENRL_RTIRMNT_PL	10	Upper Character	Enroll Retirement Plan
17	NY_SPECIAL_PLAN	1	Upper Character	Special Plan Flag
18	NY_TOTAL_CRDT_SRVC	13.2	Signed Number	Total Service Credit
19	NY_VESTED	1	Upper Character	Vested Flag
20	NY_ACTIVE_EPL	1	Upper Character	Active Member Flag
21	NY_MNT_CNTRBTN_BLN	13.2	Signed Number	Mandatory Contribution Balance
22	NY_VOL_CNTRBTN_BLN	13.2	Signed Number	Voluntary Contribution Balance
23	NY_SRVC_OUTSNG_BLC	13.2	Signed Number	Mandatory Service Outstanding Balance
24	NY_OPT_SRVC_CRDT	13.2	Signed Number	Optional Service Credit Available Service
25	NY_OPT_SRVC_CDT_CT	13.2	Signed Number	Optional Service Credit Cost
26	NY_MLT_SRVC_CRDT	13.2	Signed Number	Military Service Credit Available Service
27	NY_MLT_SRVC_CDT_CT	13.2	Signed Number	Military Service Credit Cost
28	NY_LOAN_BALANCE	13.2	Number	Member Loan Balance
29	NY_CURRNT_REPYMNT	13.2	Signed Number	Current Repayment Amount
30	NY_EMPLOYER_LIMIT	1	Upper Character	Employer Limit Flag

31	NAME1	40	Mixed Character	Employer 1 Name
32	NY_EMPLOYER_PRI	1	Upper Character	Employer 1 Primary Location Indicator
33	NY_EMPYR_PNSN_ERN1	13.2	Signed Number	Employer 1 Pensionable Earnings
34	NY_EMPYR_CTNRN_RT1	14.2	Signed Number	Employer 1 Contribution Rate
35	NAME2	40	Mixed Character	Employer 2 Name
36	NY_EMPLOYER_PRI2	1	Upper Character	Employer 2 Primary Location Indicator
37	NY_EMPYR_PNSN_ERN2	13.2	Signed Number	Employer 2 Pensionable Earnings
38	NY_EMPYR_CTNRN_RT2	14.2	Signed Number	Employer 2 Contribution Rate
39	NAME3	40	Mixed Character	Employer 3 Name
40	NY_EMPLOYER_PRI3	1	Upper Character	Employer 3 Primary Location Indicator
41	NY_EMPYR_PNSN_ERN3	13.2	Signed Number	Employer 3 Pensionable Earnings
42	NY_EMPYR_CTNRN_RT3	14.2	Signed Number	Employer 3 Contribution Rate
43	NAME4	40	Mixed Character	Employer 4 Name
44	NY_EMPLOYER_PRI4	1	Upper Character	Employer 4 Primary Location Indicator
45	NY_EMPYR_PNSN_ERN4	13.2	Signed Number	Employer 4 Pensionable Earnings
46	NY_EMPYR_CTNRN_RT4	14.2	Signed Number	Employer 4 Contribution Rate
47	NY_BENEFICIARY_LIM	1	Upper Character	Beneficiary Limit Flag
48	NAME	50	Character	Beneficiary 1 Name
49	BIRTHDATE	10	Date	Beneficiary 1 Date
50	BENEFICIARY_TYPE	20	Upper Character	Beneficiary 1 Type
51	NY_NAME7	50	Character	Beneficiary 2 Name
52	NY_BIRTH_DATE2	10	Date	Beneficiary 2 Date
53	NY_BENE_TYPE2	20	Upper Character	Beneficiary 2 Type
54	NY_NAME8	50	Character	Beneficiary 3 Name
55	NY_BIRTH_DATE3	10	Date	Beneficiary 3 Date
56	NY_BENE_TYPE3	20	Upper Character	Beneficiary 3 Type
57	NY_NAME9	50	Character	Beneficiary 4 Name
58	NY_BIRTH_DATE4	10	Date	Beneficiary 4 Date
59	NY_BENE_TYPE4	20	Upper Character	Beneficiary 4 Type
60	NY_NAME10	50	Character	Beneficiary 5 Name
61	NY_BIRTH_DATE5	10	Date	Beneficiary 5 Date
62	NY_BENE_TYPE5	20	Upper Character	Beneficiary 5 Type
63	NY_NAME11	50	Character	Beneficiary 6 Name

64	NY_BIRTH_DATE6	10	Date	Beneficiary 6 Date
65	NY_BENE_TYPE6	20	Upper Character	Beneficiary 6 Type
66	NY_NAME12	50	Character	Beneficiary 7 Name
67	NY_BIRTH_DATE7	10	Date	Beneficiary 7 Date
68	NY_BENE_TYPE7	20	Upper Character	Beneficiary 7 Type
69	NY_NAME13	50	Character	Beneficiary 8 Name
70	NY_BIRTH_DATE8	10	Date	Beneficiary 8 Date
71	NY_BENE_TYPE8	20	Upper Character	Beneficiary 8 Type
72	NY_NAME14	50	Character	Beneficiary 9 Name
73	NY_BIRTH_DATE9	10	Date	Beneficiary 9 Date
74	NY_BENE_TYPE9	20	Upper Character	Beneficiary 9 Type
75	NY_NAME15	50	Character	Beneficiary 10 Name
76	NY_BIRTH_DATE10	10	Date	Beneficiary 10 Date
77	NY_BENE_TYPE10	20	Upper Character	Beneficiary 10 Type
78	NY_YEAR_TO_VEST	13.2	Signed Number	Years to Vest
79	NY_SNGLE_LYF_ALLWN	13.2	Signed Number	Single Life Allowance
80	NY_JOINT_ALLWNC	13.2	Signed Number	Joint Allowance 100%
81	NY_POPUP_JNT_ALLWN	13.2	Signed Number	Pop-up Joint Allowance 100%
82	NY_CLN_RET_AGE	1	Upper Character	Close To Normal Retirement Age Flag
83	STATUS	1	Upper Character	Reached Retirement Flag
84	BEN_AMT	9.6	Number	Current Ordinary Death Benefit

Office of the New York State Comptroller
Thomas P. DiNapoli
New York State and Local Retirement System
110 State Street, Albany, NY 12244

Your Member Annual Statement

Information reported to NYSLRS as of March 31, 2021

JOHN DOE
1234 MERRY WAY
RD 9876
APT 13 B
ALBANY NY 12345-6789

A Message from the Comptroller Thomas P. DiNapoli

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Nam solore quistia dis maio. Occupid est, etur? Omnis quidell anihil magniam rempos undus doloratinci ommodis corpus qui omniet in corenecto ex eost omniatus que doluptatet lacere volorecum hictre rem velestior ariant quo



Visit our website to learn more about your NYSLRS benefits: www.osc.state.ny.us/retirement

John Doe  Vested Member

NYSLRS ID	R39874568
Date of Birth	May 2, 1951
Date of Membership	October 11, 1982
Tier	3
Retirement System	EP
Enrolled Retirement Plan	14
Total Credited Service	36.5 Years
Service Credited from 4/1/20 - 3/31/21	0 Years

Member Contribution Summary

Your Mandatory Contribution Balance	\$61,320.00
Your Voluntary Contribution Balance	\$1,320.00

Service Credit Purchase Accounts

The costs below will increase with interest until they are paid in full.

Mandatory Service Credit

Although you have already been credited for this service, payment of the outstanding balance is required.

Outstanding Balance	\$3,000.00
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Optional Service Credit

You are eligible to purchase optional service. This service credit may increase your creditable years of service and potential pension benefit.



Service Credit Type	Available Service Credit	Cost for Service Credit
Optional Service Credit	2.5 Years	\$4,000.00
Military Service Credit	1.5 Years	\$1,000.00

Loan Account

Any outstanding loan at the time of your retirement may reduce your retirement benefit. In addition, part or all of your loan balance may be federally taxable in the year you retire.

Loan Balance	\$1,000.00
Current Repayment Amount <i>per pay period</i>	\$500.00

Employer Summary

During the previous State fiscal year (4/1/2020 – 3/31/2021), these employers reported earnings for you. You had earnings from additional participating employers during the 2021 fiscal year.

Employer	Contribution Rate	Pensionable Earnings
EDGECOMB CORRECTIONAL FACILITY	3.5%	\$46,000.00
SING SING CORRECTIONAL FACILITY	3.5%	\$4,000.00
NYS PSYCHIATRIC INSTITUTE	3.5%	\$2,000.00
LAKE MOHEGAN FIRE DISTRICT	3.5%	\$500.00



Beneficiaries

Below are some of the death benefit beneficiaries on file for you. You have additional beneficiaries on file. You can view all of your current designated beneficiaries in Retirement Online.

Jane Doe Primary
DOB: 8/9/1973

John Doe Jr. Primary
DOB: 12/23/1990

Jane Elizabeth Doe Primary
DOB: 8/9/1973

John H Doe Primary
DOB: 12/23/1990

JONATHAN MATTHEW DOE TRUST FOR THE ESTATE AND ENTITY Primary

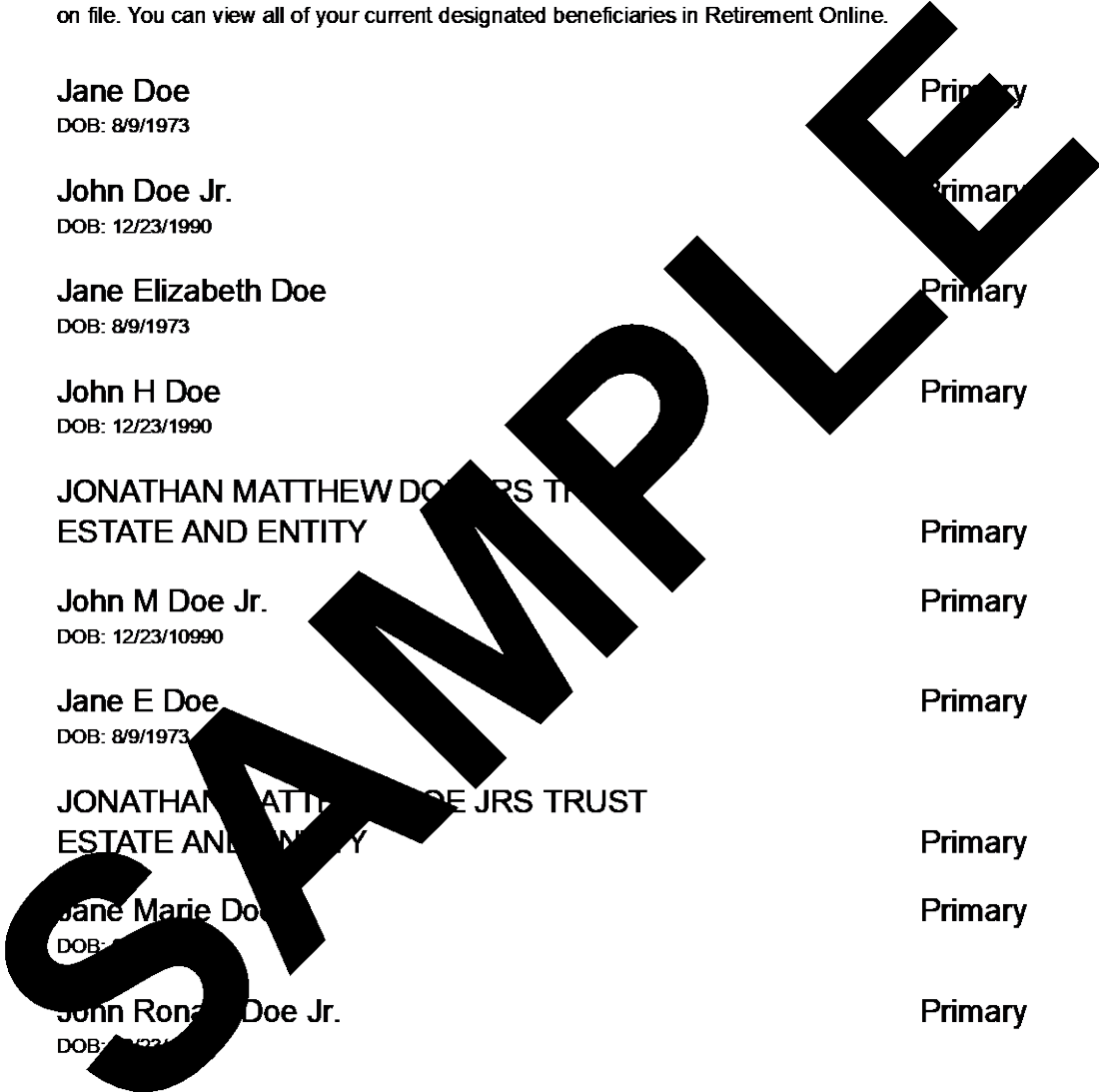
John M Doe Jr. Primary
DOB: 12/23/10990

Jane E Doe Primary
DOB: 8/9/1973

JONATHAN MATTHEW DOE TRUST FOR THE ESTATE AND ENTITY Primary

Jane Marie Doe Primary
DOB: 8/9/1973

John Ronald Doe Jr. Primary
DOB: 12/23/1990



Death Benefit

As of March 31, 2021, we estimate your death benefit to be \$00,000. The first \$50,000 of this benefit is paid in the form of Group Term Life Insurance, which currently is exempt from federal income tax. **The estimated amount shown has not been audited and is for general information purposes only.** This amount may increase or decrease depending on your age, employment status and the amount of your last year's earnings. In addition to the death benefit, your accumulated contributions, if any, will be refunded.

Projected Monthly Retirement Benefit

You are a vested member and are eligible to receive a pension benefit at retirement. Your projected benefits for the most commonly selected retirement options are shown below. These projections are calculated using final average earnings of \$00,000 (based on your current earnings) and your projected service credit. They are based on your designated primary beneficiary and assume all loans and mandatory contributions will be paid off before you retire. Any change in retirement age, final average earnings, service credit or beneficiary information may alter these projections.

For Tier 2, 3 and 4 members with 30 or more years of service, there is no reduction for early retirement between age 55 and 60. You can estimate your pension benefit using Retirement Online. By entering different retirement dates and beneficiary information, you can see how changes would affect your potential pension benefit and retirement options.

Since you have already reached the requirements to receive full benefits, this projection was based on your March 31, 2021 member account information.

Single Life Allowance	\$1,675.00
Maximum monthly benefit of continuing pension benefit payable to a beneficiary.	
Married Allowance 100%	\$1,545.00
Reduced benefit based on beneficiary; remains unchanged if you outlive your beneficiary.	
Widow's Allowance 100%	\$1,405.00
Reduced benefit based on beneficiary; will increase to the Single Life Allowance, if you outlive your beneficiary.	



Retirement Online

Sign in to **Retirement Online** at web.osc.state.ny.us/retire/sign-in.php to access your retirement account information. You can also use Retirement Online to:

- Update personal information
- Manage your beneficiary designations
- Purchase service credit
- Estimate your pension
- Manage your loan and service credit payments
- Apply for retirement



HELPFUL TIPS

- ✓ Let your employer know if the pensionable salary you are reporting is incorrect.
- ✓ Let us know if you have additional public employment. You may receive credit for it.
- ✓ Use Retirement Online to pay off your loan before retirement.
- ✓ Avoid retiring with an outstanding mandatory service credit balance.
- ✓ Keep your beneficiary and contact information up to date.
- ✓ If you have questions, call our Member Center at 1-800-955-0990 or email them using the secure contact form at www.employment.ny.gov.



Your statement provides information as of March 31, 2021, the end of the State fiscal year. Please note that the information in this statement is subject to change, and does not guarantee any payments from NYSLRS. This statement should not be used as a source of information for making decisions about your retirement.



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