



Human Resources

Borough of Manhattan Community College
The City University of New York
www.bmcc.cuny.edu

199 Chambers Street
New York, NY 10007-1097
tel. 212-220-8300
fax 212-220-2364

Dear New Employee

Welcome to BMCC. Attached are a variety of documents concerning your appointment to the college that you need to be aware of or must complete. Please read these materials carefully and provide all of the requested information as quickly as possible.

The offer of this employment is conditional upon satisfactory completion of all verifications, including but not limited to confirmation employment and background checks.

We hope you will enjoy your experience at the college. Best wishes for a productive and successful career at BMCC.

Sincerely,

Human Resources

/New Employee



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Full Time Instructional Staff/Faculty

When you accept an offer of employment with the Borough of Manhattan Community College, you must present ORIGINAL documents as outlined below.

Proof of Identity and Employment Eligibility

Under federal law, you are required to complete and sign an Employment Eligibility Verification form (Form I-9) in the presence of a designated representative in the Human Resources Office, Room S717. You must complete the College Assistant Employment Packet and submit the required employment authorization documents to Human Resources within three (3) days of receiving your appointment letter, or, if your start date is within three days of being hired, you must submit the documents immediately. If the I-9 is not completed by the above time frame, you must stop work immediately until you comply.

- Social Security Card**
- Employee's Withholding Allowance Certificate (W-4 and IT-2104)**
- Curriculum Vitae (Faculty)**
- Health Benefits Application**
- Three letters of reference**
- PSC-CUNY Welfare Fund Datasheet**
- Original Transcript (highest degree)**
- Retirement Program Election Form**
- CUNY Employment Application –Part 2**
- Death Benefit Beneficiary Designation Card**
- Personnel Information Form**
- Emergency Contact**
- Amended Constitutional Oath Upon Appointment**

If applicable, complete and return:

- Direct Deposit of Net Pay Enrollment**
- Transit Benefit Enrollment**

Please take time to familiarize yourself with the following:

-
- TIAA-CREF enrollment instructions
- A comparison of pension plans
- Departmental Mailboxes and E-mail Accounts
- [BMCC Policies & Procedures](#) on the HR Website
- [Students Bill of Rights](#)
- [Annual Security report](#)

The timing of your initial paycheck will be based on the process and our receipt of the above documents. If you have any questions about your appointment or payroll process, please call us at 212-220-8300.

Print Name

Date

Signature

BOROUGH OF MANHATTAN COMMUNITY COLLEGE

The City University of New York

IMMIGRATION REFORM AND

CONTROL ACT OF 1986

EMPLOYMENT ELIGIBILITY VERIFICATION INFORMATION

Among other changes, the Immigration Reform and Control Act of 1986 creates a national employment verification system which places responsibility for verification of the identity and employment eligibility of all employees on the employer. Effective June 1, 1987 this new law requires employers to request and examine original documentation pertaining to the identity and employment eligibility of all new hires and rehires, including U.S. citizens, permanent residents, and non-immigrant visa holders.

Should you accept an offer of employment with the Borough of Manhattan Community College, you must present **ORIGINAL** documentation, outlines on the next page of the document, on or before your first day of work.

After these documents are reviewed, you will then be required to complete and sign an Employment Eligibility Verification Form (Form I9) in the presence of the designated representative of the College.

Should you accept an offer of employment with the College, this process should be completed on or before your first day of work. Otherwise, your employment at the College will be jeopardized.

If you have any questions concerning the employment process at Borough of Manhattan Community College, please call **Human Resources Office, 212-220-8300**

Please review the following important Policies and Procedures by opening the links provided.

- CUNY [Sexual Misconduct](#) Policy
- [Notice of Non-Discrimination](#)
- [CUNY Policies and Procedures on Equal Opportunity & Non-Discrimination](#)
- [Reasonable Accommodation Policy](#)
- CUNY [Lactation Room](#) Policy
- Annual Security [Report](#)
- [CUNY Policy on Drug and Alcohol](#)
- [Acceptable use of computer resources](#)
- [Children on Campus](#)
- [Time Off for Breast and Prostate Cancer Screenings and Donating Blood](#)
- [Time Off for Religious Observance](#)

Additional [Policies and Procedures](#) are available on the BMCC/HR and [Office of Diversity](#) websites for your examination.

The college is committed to ensuring a discriminatory free environment, where all persons are treated fairly and with respect regardless of his/her protected status. The [Office of Compliance & Diversity](#) is dedicated to promoting an open and inclusive environment, addressing complaints as they arise, creating programs which promote diversity and awareness and ensuring that the college complies with all applicable policies and laws.

Odelia Levy, Esq. is the college's Chief Diversity Officer. She also serves as the Coordinator for Title 504. You may reach Ms. Levy at olevy@bmcc.cuny.edu or (212) 220-1236.

Theresa B. Wade, Esq. is the college's Deputy Director of Diversity & Title IX Compliance and can be reached at twade@bmcc.cuny.edu or (212) 220-1273.

To file a complaint of unlawful discrimination or harassment, including sexual harassment, please contact Ms. Levy or Ms. Wade.

By signing below, I acknowledge that I have received, and familiarized myself with the above policies and reviewed the additional policies available on the BMCC website before commencing employment and agree to abide by their requirements.

Signature

Date

Print Name

Borough of Manhattan Community College
Office of Human Resources Personnel
Information Form

Name (print) Social Security Number Date of Birth

Title Department Date of Appointment

Select one of the following Male Female Transgender Gender Nonconforming Non-Binary
 A gender not listed X Not Specified (removing gender information)

Ethnicity:

African American Alaskan Native American Indian Asian
 Black Hispanic Italian American
 Pacific Islander Puerto Rican White Other _____

U.S. Citizen: Yes No If you are not a U.S. Citizen,

Of what country are you a citizen? _____

What type of VISA are you holding: _____ Expiration Date: _____

Are you a Veteran? Yes No If you are a veteran, please specify:

Active Reserve Disabled Disabled Vietnam Era
 Inactive Reserve Retired Vietnam Era

Home Address: _____
(print) _____

Telephone Number: _____ E-Mail Address _____

Emergency Contact: _____ Relationship: _____

Address: _____

Telephone Number: _____ Alternate Phone Number: _____

Education: Degree Major Date Earned Institution

To be completed by the Office of Human Resources

I-9 Date: _____ Work Authorization Expiration Date: _____ Staff Initial _____ Date: _____



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AMENDED CONSTITUTIONAL OATH UPON APPOINTMENT

(In compliance with Section 62 of the New York State Civil Service Law)

“I hereby pledge and declare that I will support the Constitution of the United States and the Constitution of the State of New York and that I will faithfully discharge the duties of the Position of _____ according to the best of my ability”

Name: _____

Signature: _____

Address: _____

Date: _____



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Primary: Name of Emergency Contact: _____

Relationship: _____

Address: _____

Home Phone Number: _____

Business Number: _____

Cell Phone Number: _____

Secondary: Name of Emergency Contact: _____

Relationship: _____

Address: _____

Home Phone Number: _____

Business Number: _____

Cell Phone Number: _____

Name (Print) _____ Department _____

Signature _____ Date _____

Borough of Manhattan Community College

New Employee On-Boarding & Existing Employee Orientation for IT Security

Why is IT Security important at CUNY?

- We must ensure our academic and administrative systems continue to be available to run the business of the University and to serve our faculty, students, and staff
- We must maintain accurate University data and prevent unauthorized changes (g.g., grades, financial aid information).
- We must be reputable custodians and are required by law to protect the privacy of personal data belonging to our faculty, students, and staff.

What are the IT security risks to CUNY?

- Don't be phished. Phishing is a scam in which an e-mail message directs you to click on a link that takes you to a web site where you are prompted for personal information, such as passwords, social security number, bank account number or credit card number. Both the link and the web site may closely resemble an authentic web site, but they are not legitimate.
- Don't disclose personal information to someone you don't know. Social engineering is an approach to gain access to information through misrepresentation. It is the conscious manipulation of people to obtain information without their realizing that a security breach is occurring. It may take the form of impersonation via telephone or in person, and through e-mail.
- Don't disclose personal information within CUNY unless it is absolutely necessary. The need for disclosing your social security number outside of the Human Resources (HR) department would be unusual. When in doubt, contact the HR department directly to verify the legitimacy of the request.
- Protect your user ID and password and never share them. Your user ID is your identification, and it is what links you to your actions on CUNY's computer systems. Your password authenticates your user ID. Use passwords that are difficult to guess the change them regularly.
- You are responsible for actions taken with your ID and password. Log off or lock your computer when you are away from your workstation. In most cases, hitting the "Control-Alt-Delete" keys and then selecting "Lock Computer" will keep other out. You will need your password to sign back in, but doing this several times a day will help you to remember your password.
- E-mail and portable devices are not secure. Do not ship personal information belonging to you or CUNY faculty, students and staff to portable devices (e.g., portable hard drives, memory) or send or request to be sent such personal information in an e-mail text or as an email attachment without encryption.
- Be careful when using Internet. Malicious code can take forms such as a virus, worm, or Trojan and can be hidden behind an infected web page or a downloaded program. Keep an anti-virus and anti-malware programs and the software on your workstation up-to-date at all times. Only install software authorized by your department, and never disable or change security programs and their configuration.

Where are the CUNY IT Security information resources?

- Security.cuny.edu is available 24 hours a day from any Internet accessible location without a user ID and password. All relevant policies, procedures, and advisories, the IT Security awareness program and materials, and links to external IT security information resources are located here.
- Find the Policy on Acceptable Use of Computer Resources under Info Security Policies.
- Find the IT Security Procedures-General under Info Security Policies.
- To take the IT Security Awareness tutorial, approximately 30 minutes, click on the padlock on the home page of security.cuny.edu.

Who to contact for help with IT Security at CUNY?

- Your Supervisor
- Your College Web-site
- security.cuny.edu
- The College IT Security Manager (click on Campus Security Managers Contact Information at security.cuny.edu under Contact Us).
- The College Chief Information Officer or equivalent in the Central Office department.
- The CUNY Central IT Security Office at security@mail.cuny.edu or the Contact us page at security.cuny.edu or the Who to Contact for Help page at security.cuny.edu

Where are some external resources for help with IT Security located?

- New York State Office of Cyber Security and Critical Infrastructure Coordination (CSCIC) at www.csic.state.ny.us
- Federal Trade Commission at www.ftc.gov
- Privacy Rights Clearinghouse-Nonprofit Consumer Information and Advocacy Organization at www.privacyrights.org
- Anti-Phishing Working Group-Committed to wiping out Internet scams and fraud at www.antiphishing.org
- Microsoft Malware Protection Center, Threat Research and Response at www.microsoft.com/security/portal

What is required of me as an employee of CUNY?

- Acknowledge, by signature below, receipt of the Policy on Acceptable Use of Computer Resources.
- Acknowledge, by signature below, receipt of the IT Security Procedures-General.
- Complete the IT Security Awareness tutorial within the first 30 days of employment.
- Maintain compliance with the Policy on Acceptable Use of Computer Resources and the IT Security Procedures at all times.

If you discover or suspect a security breach, you should report the incident to your supervisor, the college IT Security Manager (click on Contact Us at security.cuny.edu) and the CUNY Central IT Security Office (security@mail.cuny.edu) immediately.

I hereby acknowledge receipt of the Policy on Acceptable Use of Computer Resources and the IT Security Procedures-General.

(Printed Name)

(Signed)

Borough Of Manhattan Community College
(College/business area)

(Date)

Employee's Withholding Certificate

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.

Give Form W-4 to your employer.

Your withholding is subject to review by the IRS.

Step 1: Enter Personal Information	(a) First name and middle initial	Last name	(b) Social security number
	Address		Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov .
	City or town, state, and ZIP code		
	(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly or Qualifying surviving spouse <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		

Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, and when to use the estimator at www.irs.gov/W4App.

Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do **only one** of the following.

(a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3–4). If you or your spouse have self-employment income, use this option; **or**

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; **or**

(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate

Complete Steps 3–4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependent and Other Credits	If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):		
	Multiply the number of qualifying children under age 17 by \$2,000	\$ _____	
	Multiply the number of other dependents by \$500	\$ _____	
	Add the amounts above for qualifying children and other dependents. You may add to this the amount of any other credits. Enter the total here		3 \$ _____
Step 4 (optional): Other Adjustments	(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income		4(a) \$ _____
	(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here		4(b) \$ _____
	(c) Extra withholding. Enter any additional tax you want withheld each pay period		4(c) \$ _____

Step 5: Sign Here

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

Employee's signature (This form is not valid unless you sign it.)

Date

Employers Only	Employer's name and address	First date of employment	Employer identification number (EIN)



Employee's Withholding Allowance Certificate

New York State • New York City • Yonkers

IT-2104

First name and middle initial	Last name	Your Social Security number
Permanent home address (number and street or rural route)		Apartment number
City, village, or post office		State
		ZIP code

Single or Head of household Married
Married, but withhold at higher single rate
Note: If married but legally separated, mark an **X** in the *Single or Head of household* box.

Are you a resident of New York City (this includes the Bronx, Brooklyn, Manhattan, Queens, and Staten Island)? Yes No
Are you a resident of Yonkers? Yes No

Before making any entries, see the Note below, and if applicable, complete the worksheet in the instructions.

1 Total number of allowances you are claiming for New York State and Yonkers, if applicable (from line 19, if using worksheet)	1	
2 Total number of allowances for New York City (from line 31, if using worksheet)	2	

Use lines 3, 4, and 5 below to have additional withholding per pay period under special agreement with your employer.

3 New York State amount	3	
4 New York City amount	4	
5 Yonkers amount	5	

I certify that I am entitled to the number of withholding allowances claimed on this certificate.

Penalty – A penalty of \$500 may be imposed for any false statement you make that decreases the amount of money you have withheld from your wages. You may also be subject to criminal penalties.

Employee's signature	Date
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Employee: Give this form to your employer and keep a copy for your records. Remember to review this form once a year and update it if needed.

Note: Single taxpayers with one job and zero dependents, enter **1** on lines 1 and 2 (if applicable). Married taxpayers with or without dependents, heads of household or taxpayers that expect to itemize deductions or claim tax credits, or both, complete the worksheet in the instructions. Visit www.tax.ny.gov (search: *IT-2104-I*) or scan the QR code below.

Employer: Keep this certificate with your records.

If any of the following apply, mark an **X** in each corresponding box, complete the additional information requested, and send an additional copy of this form to New York State. See **Employer** in the instructions. Visit www.tax.ny.gov (search: *IT-2104-I*) or scan the QR code below.

A Employee claimed more than 14 exemption allowances for New York State A

B Employee is a new hire or a rehire ... B First date employee performed services for pay (mm-dd-yyyy) (see Box B instructions):

You may report new hire information online instead of mailing the form to New York State. Visit www.nynewhire.com.

Note: Employers **must** report individuals under an **independent contractor arrangement** with contracts in excess of \$2,500 using the online reporting website above, **not** Form IT-2104.

Are dependent health insurance benefits available for this employee? Yes No

If Yes, enter the date the employee qualifies (mm-dd-yyyy):

Employer's name and address (Employer: complete this section only if you are sending a copy of this form to the New York State Tax Department.)	Employer identification number
---	--------------------------------

Scan here



LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.

* Documents extended by the issuing authority are considered unexpired.

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

Examples of many of these documents appear in the Handbook for Employers (M-274).

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the individual's status or parole as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 	OR	<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <li style="text-align: center;">For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	AND	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security <p style="margin-left: 20px;">For examples, see Section 7 and Section 13 of the M-274 on uscis.gov/i-9-central.</p> <p style="margin-left: 20px;">The Form I-766, Employment Authorization Document, is a List A, Item Number 4, document, not a List C document.</p>
<p>Acceptable Receipts</p> <p>May be presented in lieu of a document listed above for a temporary period.</p> <p>For receipt validity dates, see the M-274.</p>				
<ul style="list-style-type: none"> • Receipt for a replacement of a lost, stolen, or damaged List A document. • Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual. • Form I-94 with "RE" notation or refugee stamp issued to a refugee. 	OR	<ul style="list-style-type: none"> • Receipt for a replacement of a lost, stolen, or damaged List B document. 	AND	<ul style="list-style-type: none"> • Receipt for a replacement of a lost, stolen, or damaged List C document.

*Refer to the Employment Authorization Extensions page on [I-9 Central](#) for more information.



Employment Eligibility Verification

Department of Homeland Security

U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No.1615-0047
Expires 07/31/2026

START HERE: Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the [Instructions](#).

ANTI-DISCRIMINATION NOTICE: All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in **Section 1**, or specify which acceptable documentation employees must present for **Section 2** or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

Section 1. Employee Information and Attestation: Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.

Last Name (Family Name)		First Name (Given Name)		Middle Initial (if any)	Other Last Names Used (if any)	
Address (Street Number and Name)			Apt. Number (if any)	City or Town		State ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number		Employee's Email Address			Employee's Telephone Number
<p>I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.</p>		Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.):				
		<input type="checkbox"/> 1. A citizen of the United States				
		<input type="checkbox"/> 2. A noncitizen national of the United States (See Instructions.)				
		<input type="checkbox"/> 3. A lawful permanent resident (Enter USCIS or A-Number.)				
<input type="checkbox"/> 4. A noncitizen (other than Item Numbers 2. and 3. above) authorized to work until (exp. date, if any)						
If you check Item Number 4. , enter one of these:						
USCIS A-Number		OR	Form I-94 Admission Number		OR	Foreign Passport Number and Country of Issuance
Signature of Employee				Today's Date (mm/dd/yyyy)		

If a preparer and/or translator assisted you in completing Section 1, that person MUST complete the [Preparer and/or Translator Certification](#) on Page 3.

Section 2. Employer Review and Verification: Employers or their authorized representative must complete and sign **Section 2** within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see Instructions.

	List A	OR	List B	AND	List C
Document Title 1					
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 2 (if any)	<p>Additional Information</p> <p>Check here if you used an alternative procedure authorized by DHS to examine documents.</p>				
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 3 (if any)					
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					

<p>Certification: I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears to be genuine and to relate to the employee named, and (3) to the best of my knowledge, the employee is authorized to work in the United States.</p>		First Day of Employment (mm/dd/yyyy):
Last Name, First Name and Title of Employer or Authorized Representative		Signature of Employer or Authorized Representative
		Today's Date (mm/dd/yyyy)
Employer's Business or Organization Name		Employer's Business or Organization Address, City or Town, State, ZIP Code

For reverification or rehire, complete [Supplement B, Reverification and Rehire](#) on Page 4.



Supplement A, Preparer and/or Translator Certification for Section 1

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
Supplement A
OMB No. 1615-0047
Expires 07/31/2026

Last Name (<i>Family Name</i>) from Section 1 .	First Name (<i>Given Name</i>) from Section 1 .	Middle initial (if any) from Section 1 .
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Instructions: This supplement must be completed by any preparer and/or translator who assists an employee in completing Section 1 of Form I-9. The preparer and/or translator must enter the employee's name in the spaces provided above. Each preparer or translator must complete, sign, and date a separate certification area. Employers must retain completed supplement sheets with the employee's completed Form I-9.

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator		Date (<i>mm/dd/yyyy</i>)	
Last Name (<i>Family Name</i>)	First Name (<i>Given Name</i>)	Middle Initial (<i>if any</i>)	
Address (<i>Street Number and Name</i>)	City or Town	State	ZIP Code

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator		Date (<i>mm/dd/yyyy</i>)	
Last Name (<i>Family Name</i>)	First Name (<i>Given Name</i>)	Middle Initial (<i>if any</i>)	
Address (<i>Street Number and Name</i>)	City or Town	State	ZIP Code

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator		Date (<i>mm/dd/yyyy</i>)	
Last Name (<i>Family Name</i>)	First Name (<i>Given Name</i>)	Middle Initial (<i>if any</i>)	
Address (<i>Street Number and Name</i>)	City or Town	State	ZIP Code

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator		Date (<i>mm/dd/yyyy</i>)	
Last Name (<i>Family Name</i>)	First Name (<i>Given Name</i>)	Middle Initial (<i>if any</i>)	
Address (<i>Street Number and Name</i>)	City or Town	State	ZIP Code



Health Benefits Program Application/Change Form

www.nyc.gov/olr

Employees Return Form to:	Retirees (212) 513-0470 Return Form to:	For Domestic Partner Changes - Return Form to:
Your Agency's Payroll or Personnel Office	Health Benefits Program 40 Rector Street - 3rd Fl. New York, NY 10006 FAX: (212) 306-7756	Health Benefits Program 40 Rector Street - 3rd Fl. New York, NY 10006 Attn: Domestic Partner Unit

Please print all information clearly using a black or blue ballpoint pen.

Applicant MUST check one: **EMPLOYEE** **RETURN TO RETIREMENT (Check this box if you were previously retired)**
 RETIREE **LINE OF DUTY SURVIVOR**

REASON(S) FOR SUBMISSION (Check one or more boxes. Enter change date, if appropriate)

A.	<input type="checkbox"/> New Enrollment <input type="checkbox"/> Reinstatement* <input type="checkbox"/> Retirement <input type="checkbox"/> Disability Retirement* <input type="checkbox"/> Accident Disability Retirement <input type="checkbox"/> Drop Optional Benefits* *Please indicate Effective Date: ___/___/___	<input type="checkbox"/> Add Optional Benefits* <input type="checkbox"/> Waive Benefits* EMPLOYEES ONLY: <input type="checkbox"/> Buy-Out Waiver Program <small>COMPLETE SECTIONS D, E, F & H</small>	B. Change of: <input type="checkbox"/> Spouse/Domestic Partner: <input type="checkbox"/> Add <input type="checkbox"/> Drop Effective Date: ___/___/___ <input type="checkbox"/> Dependent Child(ren): <input type="checkbox"/> Add <input type="checkbox"/> Drop Effective Date: ___/___/___ <input type="checkbox"/> Change of Name - Former Name: _____	C. Transfer of Health Plan and/or Optional/Benefit Based on: <input type="checkbox"/> Transfer Period <input type="checkbox"/> Move Into/Out of Health Plan Area Effective Date: ___/___/___ <input type="checkbox"/> Retiree Once-in-A-Lifetime Effective Date: ___/___/___
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D. EMPLOYEE/RETIREE INFORMATION

Last Name: _____ First Name: _____ M.I.: _____ Social Security Number: _____
Home Address: _____ Apt.: _____
City: _____ State: _____ Zip Code: _____ Country (if outside the U.S.): _____
Date of Birth: ___/___/___ Sex: M F Work - Telephone Number: () - () - Mobile/Home - Telephone Number: () - E-mail Address: _____
Marital Status: Single Married Divorced Widowed Domestic Partnership Date of Event (mm/dd/yy) ___/___/___ Agency in which employed or retired from: _____ Union or Welfare Fund: _____
Name of current City Health Plan: _____ Are you Medicare eligible: Yes No
If YES, please attach a copy of your Medicare card to this application. **ATTACH COPY OF CARD**

E. SPOUSE/DOMESTIC PARTNER - ONLY COMPLETE IF YOUR SPOUSE/DOMESTIC PARTNER IS TO BE COVERED. IF NOT, LEAVE BLANK.

Last Name: _____ First Name: _____ M.I.: _____ Social Security Number: _____ Date of Birth: ___/___/___
Is spouse/domestic partner: Employed (Double City coverage is not permitted) Retired (Double City coverage is not permitted) Not Employed
 City Agency Name: _____ Non-City Related
Does spouse/domestic partner have Non-City group health plan? Yes No Is your spouse/domestic partner Medicare eligible: Yes No
If YES, please attach a copy of his/her Medicare card to this application. **ATTACH COPY OF CARD**

F. FAMILY INFORMATION (Attach a second form if necessary; dependent may not be covered under two NYC Health Plans.)

List all eligible dependent children. Indicate if you are adding or dropping coverage by checking the appropriate box below.
(CUNY ADJUNCT EMPLOYEES: CITY RATES APPLY FOR INDIVIDUAL COVERAGE ONLY. CONTACT YOUR BENEFITS OFFICE FOR INFORMATION ABOUT ADDITIONAL COST FOR FAMILY COVERAGE.) *Attach a copy of Medicare card if disabled dependent is Medicare eligible.

Last Name:	First Name:	Date of Birth:	Social Security Number:	Sex:	ADD COVERAGE	DROP COVERAGE	PERMANENTLY DISABLED*
Dependent		/ /	- -		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependent		/ /	- -		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependent		/ /	- -		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependent		/ /	- -		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependent		/ /	- -		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

G. HEALTH PLAN REQUESTED (Please print clearly)

FULL NAME OF HEALTH PLAN SELECTED: _____
Optional Benefits? (Check "Yes" or "No" for optional benefits rider. If no box is checked, it will be presumed that you do not want optional benefits.) Yes No

H. EMPLOYEES ONLY (RETIREES ARE INELIGIBLE FOR THE HEALTH BENEFITS BUY-OUT WAIVER PROGRAM)

I wish to participate in the Health Benefits Buy-Out Waiver Program. I have read the Medical Spending Conversion Health Benefits Buy-Out Waiver Program brochure and completed a Medical Spending Conversion Form and I attest that I meet the qualifications for this program. (Retirees, Line of Duty Survivors and CUNY Adjunct employees are not eligible.)
Employee Signature: _____ Date: _____

I. TO PARTICIPATE IN THE HEALTH BENEFITS PROGRAM OR REQUEST CHANGES TO HEALTH COVERAGE

I certify that the above information is correct and I authorize the City to deduct from my salary/pension the amount required, if any, through the City Health Benefits Program. I understand that the City Program's benefits will be coordinated with those available through Medicare or any other source. Furthermore, I agree that my periodic health plan deductions, if any, will be made on a pre-tax basis pursuant to the Internal Revenue Code 125. I understand that I have an option to decline this benefit, by obtaining a Medical Spending Conversion Form, both of which are obtainable at my payroll office. (Section 125 does not apply to retirees.) If I have checked the Waive Benefits Box in Section A, I am choosing not to participate in the City Health Benefits Program at this time.
Employee/Retiree Signature: _____ Date: _____

J. FOR COMPLETION BY PAYROLL OR PERSONNEL OFFICE ONLY

I certify that the above employee/retiree is eligible for the New York City Health Benefits Program (HBP) and that dependent documentation has been verified in accordance with HBP procedures. I certify that the above employee is eligible for the Health Benefits Buy-Out Waiver Program and I have reviewed and processed the Medical Spending Conversion Buy-Out Spending Form and I attest that the employee meets the qualifications for this Program.

Agency Code: _____ Title Code No.: _____ Status: Full-Time Permanent Part-Time Provisional Appointment/Retirement Date: ___/___/___ Pay Period: Weekly Monthly Bi-Weekly Semi-Monthly Effective Date of Coverage: ___/___/___
Retirement System (For Retiring Employees): _____ Years of Credited Service: _____ City Start Date: ___/___/___ Retirement Date: ___/___/___ Pension Number: _____
Certifying Signature: _____ Date: ___/___/___ Telephone Number: () - _____



**New York City
Health Benefits Program
Dependent Eligibility Required Documentation**



Below is a list of all dependent eligibility documentation requirements for health benefits coverage for dependents.

For a Spouse

- married one year or less – Government Issued Marriage Certificate
- married more than one year – Government Issued Marriage Certificate and one of the following:
 - Federal tax return filed within last two years and listing spouse as joint or individual
 - Proof of joint ownership (bank account, auto, home, etc.) issued within last six months
 - Proof of cohabitation (two separate documents – one in your name and one in your spouse’s name – at the same address, such as utility bills, bank statements or credit card statements)

For a Domestic Partner

- partnership of one year or less – Domestic Partnership Certificate of Registration
- partnership of more than one year – Domestic Partnership Certificate of Registration and one of the following:
 - Proof of joint ownership (bank account, auto, home, etc.) issued within last six months
 - Proof of cohabitation (two separate documents – one in your name and one in your domestic partner’s name – at the same address, such as utility bills, bank statements or credit card statements)

For a Child

NOTE: Disabled status for any child still requires current medical certification from the health plan in addition to the documents listed below.

- Biological Child
 - Government Issued Birth Certificate (including parent’s names)
- Step Child – Must be spouse’s child. One of the following combinations of documents is required:
 - Government Issued Birth Certificate (including parent’s names) and Government Issued Marriage Certificate if married one year or less
 - Government Issued Birth Certificate (including parent’s names) and Government Issued Marriage Certificate and Federal tax return filed within last two years listing spouse as joint or individual
 - Government Issued Birth Certificate (including parent’s names) and Government Issued Marriage Certificate and proof of joint ownership (bank account, auto, home, etc.) issued within last six months
- Domestic Partner’s child – Must be registered domestic partner’s child. One of the following combinations of documents is required:
 - Government Issued Birth Certificate (including parent’s names) and Domestic Partnership Certificate of Registration if partnership of one year or less
 - Government Issued Birth Certificate (including parent’s names) and Domestic Partnership Certificate of Registration and proof of joint ownership (bank account, auto, home, etc.) issued within last six months
- Legal Ward
 - Government Issued Birth Certificate and the court ordered document of legal custody
- Tax Dependent Child
 - Government Issued Birth Certificate and the federal tax return filed in the previous year listing child as dependent



Enrollment Form

PSC-CUNY Welfare Fund
 P.O. Box 280278
 Brooklyn, NY 11228
 Office: 212-354-5230 www.pscunywf.org

Required A copy of your NYC Health Benefits Application is required and/or WF Domestic Partner form if Applicable.
 Dependent information will be obtained from your NYC Health Application unless you indicate otherwise.

Member	NYSUT ID: _____	NYS ID (State Colleges): _____
	Social Security: _____	Date of Birth: _____ / _____ / _____
	First Name: _____	Last Name: _____
	Address: _____	
	City: _____	State: _____ Zipcode: _____
	Marital Status: <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> DP	Gender: <input type="checkbox"/> F <input type="checkbox"/> M <input type="checkbox"/> U
	Primary Telephone: () _____	Primary Email: _____

Dental For more information visit: www.pscunywf.org

Guardian PPO

DeltaCare USA HMO *Delta will assign you a Dentist. To change it, call Delta or go Online.

Health Plan

Basic	Rider	Waived	Stipend
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Waive ALL Benefits: Rx, Dental, Vision, Hearing Aid

Member I hereby certify that all of my personal information presented here is true and accurate.

 Signature Date

College	CUNY Campus _____	Effective Date of Coverage: _____ / _____ / _____
	Job Title and Code _____	Effective Date of Hire: _____ / _____ / _____
	_____	Earliest CUNY Hire Date: _____ / _____ / _____
	If Classified Managerial check here <input type="checkbox"/>	Previous College (if applicable) _____
	I hereby certify to the best of my knowledge that the information presented here is accurate, complete and sufficient to verify eligibility for benefits under the PSC-CUNY Welfare Fund.	

Benefits Officer _____ Date _____

[PSC-CUNY Welfare Fund Use Only]	[Alpha]
Date Received	Authorization
Initials	Date

PSC-CUNY Welfare Fund Death Benefit Beneficiary Designation Card

Name of Employee (Last) (First) Middle Initial		
Social Security Number 	Male <input type="checkbox"/> Female <input type="checkbox"/>	Date of Birth Mo. Day Yr.
Name of College:		
Date employed:		Job title
Primary Beneficiary Name	Telephone number	relation to me
Primary Beneficiary Address,		
Contingent Beneficiary Name	Telephone number	relation to me
Contingent Beneficiary Address,		
Date Signed Mo. Day Yr. 	Signature of Employee	

Order of Payment and Division of Benefits. Unless otherwise provided:

- (a) Payment at my death is to be made to a primary beneficiary if he/she is then living.
- (b) Payment at my death is to be made to a contingent beneficiary if he/she is then living and there is no primary beneficiary then living.
- (c) If all beneficiaries predecease me, the benefits will be payable to my estate.



CHOOSING A PENSION PLAN: A GUIDE FOR NEW MEMBERS (Tier VI)

New York State law mandates participation in a retirement system for full-time members of the instructional staff. New staff members have 30 days from the effective date of their appointment to choose a retirement program, and the choice is irrevocable. If no choice is filed within 30 days, the law mandates that the member be assigned to the New York City Teachers' Retirement System (TRS).

Full-time instructional staff members must choose between the New York City Teachers' Retirement System (TRS) and the Optional Retirement Program (ORP). Those who elect the Optional Retirement Program must choose investment options through either Teachers Insurance and Annuity Association-College Retirement Equities Fund (TIAA-CREF) or through the alternate funding vehicles offered by Guardian or MetLife. More information may be obtained from your college HR Office.

Adjuncts employed by CUNY are only eligible for membership in TRS and may join at their option. Additional information on choosing a pension plan is available from Jared Herst, PSC Coordinator of Pension and Welfare Benefits, at (212) 354-1252, or jherst@pscmail.org. This chart, which compares the two systems, may assist new members in choosing their pension plan.

CUNY's Pension Options

System	New York City Teachers' Retirement System (TRS)	Optional Retirement Program
Type of Basic Retirement Plan	Defined benefit plan: Benefits are based on age, Final Average Salary* (FAS) and years of employment. *Final Average Salary (FAS): Average of your highest five consecutive annual salaries with certain limitations.	Defined contribution plan: Benefits are based on the amounts contributed by the employer and employee and earnings of the employee's choice of investments.
Vesting	After five years of total credited service.	After 366 days of continuous full-time employment. (Immediate if employee has a pre-existing, vested TIAA-CREF Retirement Annuity (RA) or Group Retirement Annuity (GRA) contract.)
Retirement Age	Age 63: Immediate, unreduced benefits. Ages 55 to 62: Immediate, reduced benefits at 6.5% per year between those ages.	No age limitation: A member may choose to retire and begin annuity income after vesting without a reduction in benefits.
NYC Retirement Health Benefits	Full-time CUNY employees with 10 years of credited service, age 55 or older and receiving a pension. Health insurance premiums are deducted from employees' basic pension payouts in retirement.	A member with at least 15 years of pensionable, continuous, full-time CUNY service and who is at least age 62. Note: As of 9/1/05, if you are a health-benefits-eligible retiree, you are required to maintain \$50,000 in reserve, with TIAA-CREF, in order to pay for retiree health insurance premiums. Additional reserve amounts may be required depending on the health plan you select or to cover future insurance rate increases.

System	New York City Teachers' Retirement System (TRS)	Optional Retirement Program																				
Retirement Allowances	<p>For members who join TRS after 3/31/2012: Less than 20 years of service: 1.67% x FAS x years of service. 20 years of service: 1.75% x FAS x years of service. More than 20 years of service: 1.75% x FAS x years of service (for first 20 years) + 2% FAS for each year of total service credit above 20.</p>	Retirement benefits are based on total accumulations, age at retirement, and the income options selected.																				
Contribution Rates	<p>Employee pays 3% of regular compensation on a federally tax-deferred basis through 3/31/2013. Thereafter, the contribution rate varies for the remainder of service, dependent upon an employee's salary:</p> <table border="0"> <tr> <td>--\$45,000 or less:</td> <td>3.00%</td> </tr> <tr> <td>--More than \$45,000 to \$55,000:</td> <td>3.50%</td> </tr> <tr> <td>--More than \$55,000 to \$75,000:</td> <td>4.50%</td> </tr> <tr> <td>--More than \$75,000 to \$100,000:</td> <td>5.75%</td> </tr> <tr> <td>--More than \$100,000:</td> <td>6.00%</td> </tr> </table> <p>Employer contributes a lump-sum annually to TRS.</p>	--\$45,000 or less:	3.00%	--More than \$45,000 to \$55,000:	3.50%	--More than \$55,000 to \$75,000:	4.50%	--More than \$75,000 to \$100,000:	5.75%	--More than \$100,000:	6.00%	<p>Employee pays 3% of regular compensation on a federally tax-deferred basis through 3/31/2013. Thereafter, the contribution rate varies for the remainder of service, dependent upon an employee's salary:</p> <table border="0"> <tr> <td>--\$45,000 or less:</td> <td>3.00%</td> </tr> <tr> <td>--More than \$45,000 to \$55,000:</td> <td>3.50%</td> </tr> <tr> <td>--More than \$55,000 to \$75,000:</td> <td>4.50%</td> </tr> <tr> <td>--More than \$75,000 to \$100,000:</td> <td>5.75%</td> </tr> <tr> <td>--More than \$100,000:</td> <td>6.00%</td> </tr> </table> <p>Employer pays 8% of salary for first seven years of employment and 10% thereafter until the remainder of the employee's service.</p>	--\$45,000 or less:	3.00%	--More than \$45,000 to \$55,000:	3.50%	--More than \$55,000 to \$75,000:	4.50%	--More than \$75,000 to \$100,000:	5.75%	--More than \$100,000:	6.00%
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--More than \$75,000 to \$100,000:	5.75%																					
--More than \$100,000:	6.00%																					
Tax-Deferred Annuity (TDA)	<p>Voluntary TRS TDA 403(b) is available for members of TRS basic retirement plan.</p>	Voluntary TIAA-CREF TDA 403(b) is available.																				
<p>Note that other tax-deferred retirement investment options are also available. For more information, contact your campus HR benefits officer or reach out to Jared Herst at PSC-CUNY.</p>																						
Retirement Disability Benefits	<p>Ordinary Disability benefits: 10 or more years of service credit required. Accident Disability Benefits: No minimum service requirement.</p>	A member who has been certified disabled and retires may receive annuity payments and city-provided health benefits after 10 years of full-time service.																				
Death Benefit: Beneficiar(ies) of <u>Active</u> Employees in Basic Pension.	Member contribution accumulation (member contributions + interest) + death benefit equal to one year's salary for one year of service, two years' salary for two years of service and three years' salary for three or more. Reductions may be applicable depending on age.	Total accumulations in a member's basic retirement plan.																				
Loans	Yes, to the maximum allowable by law from a member's contributions to basic retirement plan, TDA, 457(b) and 401(k) plans.	Yes, to the maximum allowable by law from a member's basic retirement plan, TDA, 457(b) and 401(k) plans.																				

*The preceding is for informational purposes only. It is a preliminary interpretation of 2012 Tier VI legislation & subject to change.



The City University of New York

**RETIREMENT PROGRAM ELECTION FORM
For Full-Time Staff / Civil Service Managers**

This form is to be used for eligible employees of CUNY who are appointed, promoted, transferred or re-classified to an eligible Full-time Staff / Classified Managerial position and **must be filed within 30 days** of written notification of eligibility. For those electing the Optional Retirement Program (ORP), you must submit this form and enroll with TIAA-CREF online. **New employees who do not complete the election process within the statutory time frame noted in the attached information sheet are by law forced into membership with TRS or, if Classified Managerial, into NYCERS.**

Section 1: Personal Information

Name: _____ Social Security Number: _____

Home Address: _____

College: BMCC/CUNY Job Title: _____ Pension Member # (if any): _____

Section 2: Election of Retirement Program

Having received written notification of my retirement system options and having satisfied myself as to the desired retirement system available to me by or pursuant to law in connection with my employment by the City University of New York, I hereby make the following election in regard to my participation in the retirement program as specified below (check one only)

- I. _____ **The Optional Retirement Program (ORP)** – I understand that in addition to notifying my employer of my election, I must also enroll with TIAA online (www.tiaa.org/cuny)
- II. _____ **Teachers' Retirement System of The City of New York (TRS)** – For Instructional Staff only, unless already a member of the NYC TRS through a former position in public service. **I must also enroll with TRS online (www.trsnyc.org)**
- III. _____ **The New York City Employees' Retirement System (NYCERS)** – Classified Managerial only, unless already a member of NYCERS through a former position in public service.
- IV. _____ **The Board of Education Retirement System*** (for current members only);
- V. _____ I have been appointed to a **Substitute or Visiting Professor** title and opt not to join the ORP or TRS; therefore, I choose not to be a member of a pension system at this time.

Signature

Name (Print)

Date

HR Office Verification

Those participating as Transferred Contributors please check here

How to enroll

Enrollment eligibility and details for the CUNY Optional Retirement Program (ORP)

You have 30 days after the date of your hire to enroll. All full-time faculty and professional members (teaching and nonteaching or executive compensation plan employees) are eligible to choose between two plans: the NYC Teachers' Retirement System (TRS) Defined Benefit Plan or the Optional Retirement Program offered through TIAA. If you do not choose a plan within 30 days of employment, you will be automatically default enrolled into the Defined Benefit Plan.

Contribution information for the Optional Retirement Program

The City University of New York (CUNY) requires appointed members to contribute a certain percentage of base salary through regular payroll deductions as a condition of employment.

- CUNY contributes 8% of your salary for the first seven years of your employment and 10% for all subsequent years.
- New employees are required to contribute 3%-6% (pretax) of your salary through regular payroll deductions. See contribution table below:

Wages up to \$45,000	3%
Wages \$45,000.01 and up to \$55,000	3.5%
Wages \$55,000.01 and up to \$75,000	4.5%
Wages \$75,000.01 and up to \$100,000	5.75%
Wages \$100,000.01 and greater	6%

- Once you have completed 366 days of service with CUNY, you are fully vested in all retirement and death benefits provided by the investments purchased through both the University and your own contributions. The 366-day wait is waived for employees who enter service with a current, pre-existing vested TIAA retirement contract.

To learn more, visit TIAA.org/cuny.

Don't forget to join the CUNY Voluntary Savings Plan. Open a Tax-Deferred Annuity.

Contributing to a Tax-Deferred Annuity (TDA) can help you supplement the retirement income you can receive from your retirement plan and Social Security.

The TDA Plan may you to make pretax and Roth (after-tax) contributions to your retirement savings. Please ask your benefits administrator if Roth contributions are available.

The major difference between a Roth contribution option and a pretax contribution option is *when* you pay income taxes. With a pretax option, your contribution comes out of your paycheck before it is taxed. Pretax contributions lower your taxable income in the year of your contribution, and your contributions and earnings are tax deferred until you take them out of your TDA Plan account. With the Roth contribution option, your contribution is taken out of your paycheck after taxes are paid. Roth contributions do not lower your current taxable income. Your Roth contributions, and the accumulations on them, are not taxed when qualified withdrawals are made.*

How to enroll instructions are on next page.

Enrolling with the CUNY Optional Retirement Program

For information on enrollment eligibility and details on the CUNY Optional Retirement Program and Tax-Deferred Annuity Plan offered, please visit [TIAA.org/cuny](https://www.tiaa.org/cuny).

Before you begin to enroll, have handy your Social Security number, birth date and address, along with the same information for your beneficiary if you'd like to name one at this time.

Enrolling online is fast and simple:

Visit [TIAA.org/cuny](https://www.tiaa.org/cuny)

- Select *Ready to Enroll*.
- Choose *Optional Retirement Program* (Employer Program) and then *Next*.
- Click *Begin Enrollment*.
- Arrive at the TIAA *Welcome* page where you can register for a user ID and password or enter your log-in information if you are already registered with TIAA.
- Enter your user ID and click *Log In* if you are a returning user.
- Or, click *Register with TIAA* if you are a first-time user.
- Select your school from the drop-down list.
- Follow the on-screen instructions. You will be asked for specific investment choices on the Allocation screen.
- When you arrive at the *Thank You* screen, your online enrollment is complete.
- You may want to print a copy of the confirmation for your records.

To enroll in the Tax-Deferred Annuity Plan visit [TIAA.org/cuny](https://www.tiaa.org/cuny).

You will need to complete a TDA enrollment application and then a Salary Reduction Agreement (SRA), which allows you to set up contributions directly from your paycheck to your retirement account. Return your completed SRA form and proof of enrollment to your campus benefits office. Federal law allows tax deferred savings up to \$19,500 in 2020 and if you will be age 50 or over in 2020, you may contribute an additional \$6,500, for a maximum of \$26,000.

CUNY has dedicated representatives at TIAA who are trained to answer all of your questions about the retirement plan. Call **866-277-7957** to be connected with a representative. To schedule an in-person advice session with your dedicated financial consultant, go to [TIAA.org/schedulenow](https://www.tiaa.org/schedulenow) and sign up.

* Withdrawals of earnings prior to age 59½ are subject to ordinary income tax, and a 10% penalty may apply. Earnings can be distributed tax free if distribution is no earlier than five years after contributions were first made and you meet at least one of the following conditions: Age 59½ or older or permanently disabled. Beneficiaries may receive a distribution in the event of your death.

Investment, insurance and annuity products are not FDIC insured, are not bank guaranteed, are not deposits, are not insured by any federal government agency, are not a condition to any banking service or activity, and may lose value.

TIAA-CREF Individual & Institutional Services, LLC, Members FINRA and SIPC, distributes securities products. Annuity contracts and certificates are issued by Teachers Insurance and Annuity Association of America (TIAA) and College Retirement Equities Fund (CREF), New York, NY. Each is solely responsible for its own financial condition and contractual obligations.

The TIAA family of companies does not provide legal or tax advice. Please consult your tax or legal advisor to address your specific circumstances.

©2020 Teachers Insurance and Annuity Association of America-College Retirement Equities Fund, 730 Third Avenue, New York, NY 10017

THE CITY OF NEW YORK COMMUTER BENEFITS PROGRAM
TRANSIT BENEFIT PLANS

Submit completed form to: Your College TransitBenefit Coordinator

www.cuny.edu/transitbenefit

www.commuterbenefitsnyc.com

EMPLOYEE ACTION				
<input type="checkbox"/> NEW (Enroll)	<input type="checkbox"/> CHANGE PERSONAL INFORMATION (Change Mailing address, Email or Telephone)	<input type="checkbox"/> CHANGE DEDUCTION (Change Transit Plan and/or Amount Deducted from Pay each Month)	<input type="checkbox"/> SUSPEND DEDUCTION (Temporarily Stop Transit Plan Deduction from Pay)	<input type="checkbox"/> CANCELLATION (Terminate Your Transit Plan Payroll Deduction)

EMPLOYEE IDENTIFICATION (All fields in this section are required and must be filled out completely. Please Print.)			
Social Security / ERN	DOB MM ___ / DD ___ / YYYY _____		
Name (First/Middle/Last)			
Address Line 1			
Address Line 2**			
City/ State/Zip			
Email Address	Telephone		

*Located on your pay statement or check stub. ** Apt.#, Fl.# or Box# if applicable.

TRANSIT PLAN AUTHORIZATION (Please select One of the following plans by writing your initials in the column next to the Transit Plan of your choice. Please enter the total amount, including dollars and cents, you want deducted from your pay each month.)					
ACCESS-A-RIDE (\$2.05 Monthly Admin Fee through Payroll Deductions)		COMMUTER CARD - Unrestricted (\$1.25 Monthly Admin Fee through Payroll Deductions)		TRANSIT PASS (\$2.05 Monthly Admin Fee through Payroll Deductions)	
Employee Initials	Monthly Deduction Amount*	Employee Initials	Monthly Deduction Amount*	Employee Initials	Monthly Deduction Amount*
	\$		\$		\$

*For the Commuter Card-Unrestricted, Transit Pass and Access-A-Ride plans you may elect any amount up to \$800.

SUSPEND TRANSIT PLAN DEDUCTION							
Submit at least 2 weeks before you want to suspend your deduction. Remember, administrative deductions will continue when applicable. If you are also enrolled in the Commuter Benefits Parking Plan, the parking plan will be suspended for the same period. Please note this will only suspend your payroll deduction. To also suspend your transit pass orders you must do so directly with Edenred Commuter Benefit Solutions at www.commuterbenefitsnyc.com or (833) 584-8109.							
PAY DATE TO SUSPEND DEDUCTION	MONTH	DAY	YEAR	PAY DATE TO RESUME DEDUCTION	MONTH	DAY	YEAR
	□□	□□	□□□□		□□	□□	□□□□

EMPLOYEE CERTIFICATION		
I hereby authorize The City University of New York to deposit my payroll deduction as indicated above into my ECBS Commuter Benefits Transit Account.		
I also grant authorization for the reversal of a credit to my account in the event the credit was made in error. I understand that, under the "National Automated Clearing House Association" operating guidelines and rules, The City University of New York can only reverse the amount of the incorrect direct deposit.		
I understand, according to the Internal Revenue Code, that the average monthly amount of my transportation deductions should not exceed my average monthly cost of public transportation to and from work. If my average monthly cost of public transportation to and from work should change, I will change my deduction plan to accommodate my new circumstance. Furthermore, no reimbursement will be provided for pre-tax transportation fringe deductions. Upon cancellation, voluntary or otherwise, any funds remaining in my Transit Account will be available for use for a period of 90 days from the effective date of cancellation. Residual funds remaining in the account beyond the 90 day period will be forfeited.		
I understand there is a monthly fee to cover administrative costs of the program. Said fee will be deducted from my post-tax pay each month. The administrative charge is non-refundable. The administrative fees and charges are as follows:		

TRANSIT PLAN	FEE	CHARGE METHOD
Access-A-Ride	2.05	Deducted from post-tax pay
Commuter Card-Unrestricted	1.25	Deducted from post-tax pay
Transit Pass	2.05	Deducted from post-tax pay

I grant authorization for The City University of New York to provide my enrollment information, including mailing address, phone number and e-mail address to Edenred Commuter Benefit Solutions for uses exclusively related to the administration of the program. I understand that this authorization will remain in effect until I submit a new request for a change or cancellation.
 I understand that my Commuter Benefits transit account balance and information will be maintained by ECBS and are accessible online at www.commuterbenefitsnyc.com or by calling ECBS Customer Service at (833) 584-8109.

Employee Signature _____ DATE MONTH □□ DAY □□ YEAR □□□□

AGENCY PAYROLL SECTION			
Payroll #	Personal information updated in NYCAPS (check all that apply): <input type="checkbox"/> Mailing Address <input type="checkbox"/> Email Address <input type="checkbox"/> Phone Number	PI ENTRY DATE	MONTH □□ DAY □□ YEAR □□□□
I certify that the above data was entered into PI:			
Prepared By (Please Print)	Signature	Date	