

**THINGS TO BE AWARE OF WHEN YOUR APPLICATION IS NOTARIZED**

A correctly notarized document will ensure faster processing and saves you time and money. Here are a few things to look out for while you get your documents notarized to ensure that your applications will not be rejected:

**IN PERSON**

This entire section must be completely filled in.

Make sure that the dates match

Make sure that the counties match

Make sure that the Notary signs their name and also stamps their seal in the box on the right

**ACKNOWLEDGEMENT**

I acknowledge receipt of your letter informing me of the Internal Revenue Service (IRS) established rules regarding Required Minimum Distribution. I hereby apply to receive the Required Minimum Distribution based on the election I have chosen.

**DO NOT SIGN OR DATE UNLESS IN FRONT OF A NOTARY**

Signature **REQUIRED** John Q. Public Date 2/10/2022

State of New York County of Bronx Affix official seal in the box below

On this 10th day of February in the year 20 22  
personally appeared before me the said John Q. Public  
to me known to be the individual described in and who execute the foregoing document, and he (she) duly acknowledged to me that he (she) executed the same, and the statements contained therein are true.

Jay Hancock  
Signature of Notary Public or Commissioner of Deeds

**JAY HANCOCK**  
Notary Public, State of New York  
No. 01ER657895  
Qualified in Bronx County  
Commission Expires on 12/31/2023

**USING A REMOTE NOTARY**

If you are not in person when your document is being notarized, the notary must be able to see you and your ID on camera. The notary must include information about the ID which you produced

There should also be a note that states that the notarization was done remotely

**ACKNOWLEDGEMENT**

I hereby acknowledge that the above elections relating to my participation in the BERS Tax Deferred Annuity program are correct and confirmed with my signature below.

**DO NOT SIGN OR DATE UNLESS IN FRONT OF A NOTARY**

Signature: John Q. Public Date: 3/13/22

John Q. Public who produced New York Drivers license as identification

State of Texas County of Jefferson Affix official seal in the box below

On this 13th day of March in the year 20 22  
personally appeared before me the said John Q. Public  
to me known to be the individual described in and who execute the foregoing document, and he (she) duly acknowledged to me that he (she) executed the same, and the statements contained therein are true.

Alfred Smith  
Signature of Notary Public or Commissioner of Deeds  
Remote Online Notary Public  
State of Texas, Jefferson County

**ALFRED SMITH**  
Notary ID #132642149  
My Commission Expires  
August 25, 2024

KBA online using audio video communication

The following examples show Notary seals which will cause your application to be rejected

**Example 1**

Incomplete - the date is missing

**Affix official seal in the box below**



**Example 2**

Light and faded - unable to be read

**Affix official seal in the box below**



**Example 3**

Expired Date - please make sure the date is current.

**Affix official seal in the box below**



**Example 4**

Blurry Image - unable to be read

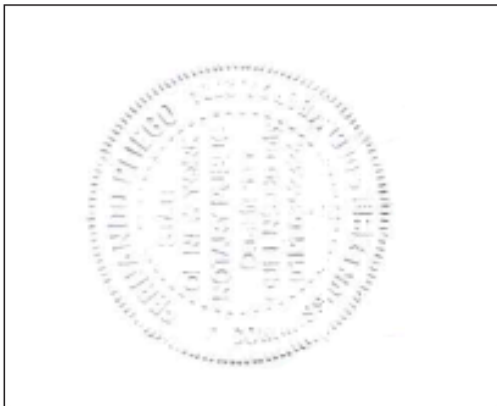
**Affix official seal in the box below**



**Example 5**

The Embossed or Raised seal - this type of seal will not show when your document is scanned.

**Affix official seal in the box below**



**What you must do if your notary has a raised seal**

Look at the box to see if you can see ink on the notary's seal. If you do not see any ink, touch the box where the seal should be. If you feel texture in the box, then your notary has used a raised seal. You must ask the notary to write out the following information beside the raised seal:

- The notary's name
- The number on the seal
- The County of issue
- The seal's expiration date

Note: BERS will reject your application if any of the handwritten information is unreadable.