



Do you need to get documents from your house to our house?

You have options.

Choose the method that is most convenient for you.



BERS DocUpload

Completed forms and documents can be submitted to BERS by uploading them to the BERS DocUpload portals via our website www.nycbers.org. Under the Member Services tab, choose either Active Member, Retiree, Beneficiary, or New to BERS (Non-Member) buttons to find the Upload a Form links.

For quick access, scan the appropriate QR code below to reach the specific DocUpload portal that you need.

ACTIVE MEMBER



RETIREE



BENEFICIARY



NEW TO BERS



Just the Fax

You can also fax your documents to: **718-935-4124** or **718-935-3830**



Post Office more your style?

Send your documents through postal mail to our mailing address:

NYC Board of Education Retirement System
65 Court Street, 16th Floor
Brooklyn, NY 11201



Stop by anytime

Visit **65 Court Street, 1st Floor, Brooklyn, NY 11201** and use the drop-off box located in the lobby.

Reminder, all BERS forms must be notarized before submission. Please make sure to review and complete your forms properly. Any form that is not completed properly will result in it being rejected.

**Want 24/7
access to
your account?**

Members can see account balances in real time through the Member Self Service (MSS) portal. You must register for access by going in-person to the Member Service Center at 65 Court Street, 1st. floor, in Brooklyn, NY. Monday through Friday between the hours of 9am – 4pm. No appointment is needed.