

State of New York
 Office of the State Comptroller - PAYROLL DEDUCTIONS & TAX COMPLIANCE SECTION
APPLICATION FOR REFUND OF EMPLOYEE TIAA/CREF CONTRIBUTIONS

Contributions made by an employee for TIAA/CREF membership during the waiting period will be refunded, with interest, by the Office of the State Comptroller if, for any reason, the employee does not complete the waiting period and become a participating member of TIAA/CREF.

Refunds are requested by completion of this application by the employee, which must be notarized, and the agency. A refund will be made only after the employee has been off the payroll for two full payroll periods.

An employee who returns to State service, and who elects to claim credit for this period of service for TIAA/CREF membership, will be required to repay his/her contributions if they have been refunded.

Forward the original copy of this form to the Office of the State Comptroller and keep a copy for your records.

TO BE COMPLETED BY EMPLOYEE:

PRINT OR TYPE	Address to which check is to be sent:
Name _____	_____
NYS Empl ID _____	_____

	Zip _____
Date _____	Signature _____

THIS ACKNOWLEDGEMENT MUST BE COMPLETED BY A NOTARY PUBLIC:

State of _____ County of _____ ss:

On this _____ day of _____, 20_____, before me personally appeared _____ to be known and known to me to be the same person described in and who executed the foregoing instrument, and ___he duly acknowledged to me that ___ he executed the same.

 Notary Public, State of _____
 (Please Affix Stamp)

TO BE COMPLETED BY AGENCY:

Agency _____ Agency Code _____

I certify that this employee's service with this agency has terminated effective _____

_____ Authorized Signature	_____ Title	_____ Date
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NOTE: PLEASE INDICATE IF ANY SALARY PAYMENT IS DUE EMPLOYEE AFTER SEPARATION AND WHEN IT WILL BE PAID.

BALANCE OF CONTRACT LUMP SUM PAYMENT OTHER NO ADDITIONAL PAYMENT

FOR OSC USE:

Contributions _____	Approved for Payment _____
Interest _____	Voucher Number _____
Total _____	Date _____