

NON-INSTRUCTIONAL PROGRAM ADMINISTRATORS

**Application for Longevity Increment**

Pursuant to the Employee Handbook addendum for St. Lawrence-Lewis BOCES Non-Instructional Program Administrators, *Longevity Increment* provision,

I, the undersigned, verify the following:

1. I am a Non-Instructional Program Administrator for the St. Lawrence-Lewis BOCES;
2. \_\_\_\_\_ I am eligible for retirement without penalty under the NYS Employees' Retirement System and I have at least ten years of credited BOCES service, *or*  
 \_\_\_\_\_ I have at least fifteen years of credited BOCES service;
3. I am requesting the longevity increment of \$10,000, to be deposited in my non-elective 403(b) account no later than July 31<sup>st</sup> following this request.

My 403(b) account is set up with \_\_\_\_\_.

\*\* 403(b) account must be set up prior to submitting this form \*\*

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Signature	Date	Printed Name	SS# (last 4 digits)
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*This form must be submitted to the BOCES Purchasing Agent, St. Lawrence-Lewis BOCES Central Office, PO Box 231, 40 West Main Street, Canton, NY, 13617. Deadline for submission: **January 1<sup>st</sup>** of the calendar year of the 403(b) contribution; in extraordinary circumstances and with the recommendation of the District Superintendent, this notification requirement may be waived by the BOCES Board.*