

# Request to Purchase Service Credit (Including any Military Service) RS 5042

(Rev. 8/17)

Name \_\_\_\_\_ Former Name (if applicable) \_\_\_\_\_  
Please Print

Registration Number \_\_\_\_\_ Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date of Birth    /   /    Current Employer \_\_\_\_\_ Current Department \_\_\_\_\_  
MM/DD/YYYY

This form is to request additional retirement service credit. In order to receive such credit, you must have been employed by a participating employer of NYSLRS, one of the retirement systems shown below, or have been in the military. **IMPORTANT:** If you are requesting military service, please include a copy of your DD-214, Certificate of Release or Discharge from Active Duty. The form must clearly show the Character of Service box.

Former public employer (i.e., State, County, City, Town, School, Authority, etc.)	Department or Agency of that employer	Title	From			To		
			Mo	Day	Year	Mo	Day	Year

If you are or were a member of a New York State or City Retirement System, please indicate which system(s) below:

- |  |   |
|--|---|
| <input type="checkbox"/> New York State Teachers' Retirement System            | <input type="checkbox"/> New York City Teachers' Retirement System          |
| <input type="checkbox"/> New York State and Local Employees' Retirement System | <input type="checkbox"/> New York City Board of Education Retirement System |
| <input type="checkbox"/> New York State Police & Fire Retirement System        | <input type="checkbox"/> New York City Police Pension Fund                  |
| <input type="checkbox"/> New York City Employees' Retirement System            | <input type="checkbox"/> New York City Fire Pension Fund                    |

Have you received credit for the public employment or military service you are requesting in any other retirement system?

Yes  No If yes, indicate which system(s) \_\_\_\_\_

Are you receiving or are you eligible to receive a retirement allowance based on this service?  Yes  No

Current Home Address \_\_\_\_\_  
Street, Apt. or Unit #, PO Box# City State Zip Code + 4

Contact (Telephone or E-mail Address) \_\_\_\_\_  
(Optional)

I request credit for this service as provided for by the Retirement and Social Security Law. I understand that I will be provided with the cost for this service. If this service is optional to purchase, I will receive credit only in proportion to the amount of that cost I pay to the Retirement System.

Signature \_\_\_\_\_ Date \_\_\_\_\_

See Side 2 for additional instructions.

## Information Regarding Military Service

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The amount and cost of military service for which you can receive credit varies, depending on the section of Retirement or Military law which allows the credit. Additional information about military service credit, including eligibility and application requirements under the different statutes of law, is available at: <http://www.osc.state.ny.us/retire/members/military-service-credit.php>.

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### REQUIREMENTS FOR MILITARY SERVICE UNDER ARTICLE 20

To be eligible to receive credit for your military service under Article 20, you must:

- have been honorably discharged;
- have at least five years of credited service in the Retirement System at the time you apply for your military service credit;
- not have credit for this service in any other public retirement system in New York State;
- apply for and purchase credit for your military service prior to retirement.

If you are covered by a plan that has a maximum service limit, your military service credit cannot be used to exceed the maximum service limit.

- For Tier 1 through 5 members, payment of 3 percent of the compensation you earned during the year of credited service immediately prior to our receiving your application, times the number of years of credit you are seeking, must be paid into the Retirement System's Pension Accumulation Fund.  
For Tier 6 members, the cost is 6 percent. **THESE PAYMENTS ARE REFUNDABLE ONLY IF THE MILITARY SERVICE CREDIT CANNOT BE USED IN THE CALCULATION OF A BENEFIT.**
  - Payment must be made in a period no longer than the amount of credit being granted.
  - Prorated credit will be granted for partial payment.
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If you do not have a copy of your DD-214, you may obtain one by writing to:

**National Personnel Records Center  
Military Personnel Records  
1 Archives Drive  
St. Louis, MO 63138**

A request form to send to the National Personnel Records Center is also available through the National Archives website at <http://www.archives.gov/veterans/military-service-records/index.html>