

## Purchasing TRSL Service Credit

If you are interested in purchasing service credit, please provide the information listed below that is applicable to you. TRSL will then provide you with the **actual cost** of purchasing service credit based upon the information you submit. *NOTE: We are unable to provide estimated costs of service credit purchases.* Once you have submitted all the necessary information, we will forward our actuary's cost calculation to you. We ask that you read the booklet *Purchases and Transfers of Service Credit* for more information. **Be sure to purchase service credit well in advance of applying for retirement or DROP!** It can take several months to complete a cost process.

### Refunded service credit

- *Application for Purchase of Refunded Service* (Form 9D)
- In-house cost calculation; no actuary fee required

### In-state private school service

- *Application for Purchase of In-State Service* (Form 9)
- Official written certification of your current annual salary rate, including PIP earnings, from your employer
- \$150 calculation fee (certified, cashier's, or personal checks, or money orders should be made payable to S.J. Actuarial Associates). This fee will pay for two cost breakdowns.

### Leave without pay (must be active, contributing member)

- *Application for Purchase of In-State Service* (Form 9)
- Official written certification of your current annual salary rate, including PIP earnings, from your employer
- \$150 calculation fee (certified, cashier's, or personal checks, or money orders should be made payable to S.J. Actuarial Associates). This fee will pay for two cost breakdowns.

### Military service (can purchase a maximum of four years)

- *Application for Purchase of Military Service* (Form 9B)
- Copy of military release papers (DD-214)

- Official written certification of your current annual salary rate, including PIP earnings, from your employer
- \$150 calculation fee (certified, cashier's, or personal checks, or money orders should be made payable to S.J. Actuarial Associates). This fee will pay for two cost breakdowns.

### U.S. military base teaching service

- *Application for Purchase of U.S. Dependents School Teaching Service* (Form 9C)
- Official written certification of your current annual salary rate, including PIP earnings, from your employer
- \$150 calculation fee (certified, cashier's, or personal checks, or money orders should be made payable to S.J. Actuarial Associates). This fee will pay for two cost breakdowns.

### Out-of-state public school teaching service

- *Application for Purchase of Out-of-State Public School Employment* (Form 9A)
- Official written certification of your current annual salary rate, including PIP earnings, from your employer
- \$150 calculation fee (certified, cashier's, or personal checks, or money orders should be made payable to S.J. Actuarial Associates). This fee will pay for two cost breakdowns.

Payment for purchases of service credit may be made by a rollover of funds from an eligible plan under one of the following sections of the Internal Revenue Code: 401(a), 401(k), 403(a), 403(b), 408(a), 408(b), or 457(b).

A *Rollover / Trustee-to-Trustee Transfer Acceptance* (Form 9R) must accompany any such funds used to purchase service.