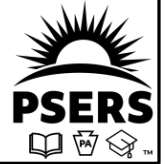


5 N 5th Street  
Harrisburg PA 17101-1905  
Toll-free: 1.888.773.7748  
www.psers.pa.gov  
Fax: 717.772.3860  
PSRS-27 (07/2019)

## Purchase of Former Full-Time Uncredited Service General Information



### ***What Is Former Full-Time Uncredited Service?***

**Former full-time uncredited service** is defined as full-time service performed as a public school employee or as an employee of County Board of School Directors for whom no contributions were reported when the service was rendered.

**Note:** If the full-time employment was rendered as a federally funded employee, special rules apply.

### **Former Full-time County Board of School Directors Service**

Your service is considered county **school** service if you meet both of these conditions:

- You were hired and paid by the County Board of School Directors.
- Your position was terminated when the entire agency or administration of the agency transferred to an intermediate unit.

Your service is considered county **non-school** service if you meet these three conditions:

- You were hired and paid by the county commissioners (assigned to work for the County Board of School Directors).
- Your position was full-time and terminated when the entire agency or administration of the agency transferred to an intermediate unit.
- You are ineligible now or in the future for an annuity from the county.

### ***Am I Eligible to Apply?***

You must meet **one** of these two conditions to be eligible to purchase former full-time uncredited service:

- You must be an active contributing member of the Public School Employees' Retirement System (PSERS) at the time your application is received to purchase former full-time uncredited service.
- You must be a multiple service member who is an active member of the State Employees' Retirement System (SERS) at the time your application is received to purchase former full-time uncredited service.

### ***Is There a Deadline to Purchase Former Full-Time Uncredited Service?***

**No.** As long as you meet the eligibility requirements, there is no deadline.

### ***How Do I Apply?***

You and your employer, where the former full-time uncredited service was rendered, must complete the application. You complete Parts A through C then provide the application and instructions to the employer where the service was rendered for the completion of Parts D and E.

This application must be received by your employer or PSERS while you are an active contributing member.

**Note:** If your former full-time uncredited service was with more than one employer, you must submit a separate application for each employer.

*Continued on reverse side*

### **How Is the Cost Calculated?**

The cost for **school** service reflects the contributions you would have paid plus 4 percent statutory interest. This interest is compounded annually from the date you became a member or returned to school/state membership to the date your application is received at PSERS.

The cost for **non-school (county)** service reflects your first school year's salary in Pennsylvania following your county service multiplied by a combination of both the member and employer contribution rates plus 4 percent statutory interest. This interest is compounded annually from the date you became a member or returned to school/state membership to the date your application is received at PSERS.

### **Who Is Responsible for Payment?**

#### **Former full-time uncredited and county school service**

- You are responsible for paying the member contribution and interest portion of the cost.
- The employer where the member rendered the former full-time uncredited service is responsible for the employer contribution and interest portion of the cost.

#### **Former full-time uncredited county non-school service**

- You are responsible for paying the entire cost.

**Some types of federally funded service require the member to pay the entire cost.**

### **What Should I Do if I Need Assistance?**

You can contact PSERS between the hours of 8:00 a.m. and 5:00 p.m. by calling the toll-free number, 1.888.773.7748 (1.888.PSERS4U). If you are a Harrisburg local resident, please use 717.787.8540.

### **Where Should I Send the Completed Application?**

After both you and your employer (where the former full-time uncredited service was rendered) have completed the application, it must be sent to:

**PSERS  
5 N 5th Street  
Harrisburg PA 17101-1905**

### **What Is My Next Step?**

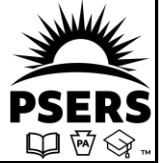
If you are eligible to purchase your former full-time uncredited service, PSERS will send you a *Statement of Amount Due* providing you with the cost and payment options.

If you are ineligible to purchase your former full-time uncredited service, PSERS will send you a letter providing the reason for the ineligibility.

**If your application is not properly completed, PSERS will send you a letter providing additional instruction.**

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## Purchase of Former Full-Time Uncredited Service Instructions



### **PART A MEMBER INFORMATION**

Verify or enter your name, mailing address, date of birth, gender, and evening phone number.

If you are using an application where Part A is pre-filled with your information and any of the information is incorrect, you need to contact your employer to request any corrections.

**If you are currently an active member of SERS, contact PSERS immediately if any information appears to be incorrect.**

### **PART B CURRENT EMPLOYMENT INFORMATION**

Provide the name of your **current** employer and your current employment status.

### **PART C MEMBER CERTIFICATION**

**Your signature and the date you signed this form are required.** By signing this form, you are:

- Requesting the cost to purchase former full-time uncredited service.
- Certifying that you have not received and are not eligible to receive retirement credit for this service in any other retirement system.

**Sign and date your application.**

*Continued on the reverse side*

**PART D  
EMPLOYMENT INFORMATION**

Your employer where you rendered the former full-time uncredited service must complete these parts. **Be sure to provide the employer with these instructions for accurate completion.**

**Enter only information that has not been reported to PSERS.**

**Each school year (July 1 - June 30) must be listed on a separate line.** If additional space is needed for service rendered for this employer, use a second application and staple it to this one.

**Employer Name.** Enter the employer name where the service was rendered for each period of service.

**Employer Number.** Enter your four-digit number assigned to you by PSERS.

**School Year.** Enter the school year(s) in which the former full-time uncredited service was rendered (e.g. 2004-05). List each school year on a separate line.

**Wage Type.** Enter the wage type for each period of the former full-time uncredited service requested (SAL = salaried, HRLY = hourly, PD = per diem).

**Service Unit.** Enter the unit of service that was rendered for each period requested (D = days, H = hours, M = months).

**Service Rendered.** Enter the number of days or hours (consistent with Service Unit field) worked during the school year.

**For Which Months.** Enter the name of each month in which full-time uncredited service was rendered.

**Salary.** Enter the salary that the employee earned during each period of full-time uncredited service rendered.

**PART E  
EMPLOYER CERTIFICATION**

**The signature of the employer where the former full-time uncredited service was rendered and the date this form was signed are required.**

By signing this form, the employer is certifying that:


A. All information provided in Part D, "Employment Information," is correct.

- OR -

B. The employer was unable to verify that all information provided in Part D, "Employment Information," is correct.

After you have completed the *Purchase of Former Full-time Uncredited Service* application, please return this form to:

**PSERS  
5 N 5th Street  
Harrisburg, PA 17101-1905**

5 N 5th Street Harrisburg PA 17101-1905 Toll-free: 1.888.773.7748 www.psers.pa.gov Fax: 717.772.3860 PSRS- 27 (07/2019)	<h2 style="margin: 0;">Purchase of Former Full-Time Uncredited Service</h2> 	<b>Mail Center</b>
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<b>Social Security Number</b>  
<b>Daytime Phone Number</b>  

Complete this application only if retirement contributions were **not withheld** by the employer and reported to PSERS at the time service was rendered. You must complete Parts A through C and submit this application to the employer where the service was rendered.

The employer must complete Parts D and E. If you have more than one employer, you must complete a separate application for each employer.

**Note:** This application must be received by the employer or PSERS while you are an active contributing member.

Indicate which type of uncredited service you are applying to purchase. Check one:

- Uncredited Full-time Service     
  County Board of School Directors Service (school)     
  County Board of School Directors Service (non-school)

**PART A. MEMBER INFORMATION**

Changes to pre-filled information in Part A must be made through your employer. If you are currently an active member of the State Employees' Retirement System (SERS), contact PSERS immediately if any information appears to be incorrect.

<b>Member Name</b> (First, Middle Initial, Last)	<b>Former Last Name</b>
<b>Mailing Address</b> (Street, City, State, Zip+4)	
<b>Date of Birth</b>	<b>Gender</b>
<b>Email Address</b> (Optional)	<b>Evening Phone Number</b>

**PART B. CURRENT EMPLOYMENT INFORMATION**

<b>Current Employer</b>	<b>Current Employment Status:</b>  Choose One: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
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**PART C. MEMBER CERTIFICATION**

Any restrictions that apply to this purchase will be noted on your *Statement of Amount Due*. Please read your statement carefully. It is important that you provide the employer with the instructions for accurate completion.

I request the cost to purchase my former full-time uncredited service. I certify that I have not received credit for this service in any other retirement system.

<b>Member Signature</b>	<b>Date Signed</b>
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**Social Security Number:**

**This application will be returned to you if the employment information and certification (Parts D and E) have not been completed by the employer.**

**PART D. EMPLOYMENT INFORMATION**

The employer wherethefull-timeuncreditedservicewasrendered **must** complete Part D. Please use a separate line for each school year (July 1 – June 30).

<b>Employer Name</b>	<b>Employer Number</b>
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Enter only information that has **not** already been reported to PSERS.

School Year	Wage Type	Service Units	Service Rendered	For Which Months	Salary

**PART E. EMPLOYER CERTIFICATION**

Employers must designate whether or not they were able to verify the information submitted as being accurate. This is after all employer records and pertinent information from the member has been reviewed.

- I have verified that the above record of service and compensation is accurate, was extracted from payroll records or other credible sources of information, and is available for examination upon request.
- After all the data has been reviewed, I am **unable** to verify that the above record of service and compensation is accurate and to provide accurate service and compensation information.

<b>Authorized Signature of Employer</b>		<b>Employer Phone Number</b>
<b>Print Name and Title</b>	<b>Date Signed</b>	<b>Date Received by Employer</b>