

5 N 5th Street
Harrisburg PA 17101-1905
Toll-free: 1.888.773.7748
www.psers.pa.gov
Fax: 717.772.3860
PSRS-3501 (07/2019)

Guidelines For Completing Your Purchase of United States Government Service



If you receive or will be eligible to receive a retirement benefit from any other private or public pension fund based on your government service, you may not purchase retirement credit for your government service with the Pennsylvania Public School Employees' Retirement System (PSERS).

What is Government Service?

Government service is defined as full-time service rendered with a United States Federal Government agency as an administrator, teacher, or instructor in education teaching school age children.

Your purchase of retirement credit for government service may not exceed your years of credited Pennsylvania school service. To be eligible, you must have at least one full year of Pennsylvania school service following your government service. Credit may be purchased on a year-by-year basis as you accumulate Pennsylvania school/state service. You may purchase a maximum of 12 years of government service or 12 years of out-of-state service or any combination of the two. **The total government and out-of-state service purchased may not exceed 12 years.**

Who May Apply?

- Active contributing members of PSERS
- Multiple service members who are active members of the State Employees' Retirement System (SERS)

How Do I Apply?

Have the employer where you rendered the government service complete a *Purchase of United States Government Service* form and a job description verifying your job duties, age group of children taught, and who paid you. An official job description is preferred. **If your government service was with more than one employer, have each employer complete a separate application.**

It is important that you provide the employer with these instructions for accurate completion.

How is the Cost Calculated?

Your membership class determines how the cost is calculated.

- **Class T-C and Class T-D members:** The cost reflects your first full school year salary in Pennsylvania following your government service, multiplied by a combination of both the member and employer contribution rates multiplied by years of service plus statutory interest. This interest is compounded annually from the date you became a member or returned to active school/state membership to the date your application is received at PSERS.
- **Class T-E and Class T-F members:** The cost reflects the present value of the full actuarial cost of the increase in the projected superannuation annuity caused by the purchased service. In order words, the cost equals the projected value this purchase would add to your retirement upon superannuation, discounted by today's dollars.

Who is Responsible for Payment?

You are responsible for both the member's share and the employer's share.

What if I Need Assistance?

Call our toll-free number, 1.888.773.7748 (1.888.PSERS4U) between the hours of 8:00 a.m. and 5:00 p.m. to speak with a service representative. Harrisburg local callers may call 717.787.8540.

Where Should My Completed Application Be Sent?

Send the completed application to PSERS at 5 N 5th Street, Harrisburg, PA 17101-1905.

What Will PSERS Do If I Am Eligible?

A *Statement of Amount Due* will be sent providing you with the cost and payment options available.

A - Member Information

Information in this section was provided to PSERS through your employer. Contact your current employer directly if any information appears incorrect.

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

B - Member Certification

Your signature and the date you signed this form are required. By signing this form, you are requesting the cost to purchase government service. You are also certifying that you are ineligible now and in the future to receive an annuity from any other private or public pension fund based on your government service.

After you have completed Section B, "Member Certification," please forward this form to your employer where you rendered the government service for completion of Section C, "Employment Information."

Peace Corps service requires that the application be sent to the **Peace Corps Headquarters**. Please visit www.peacecorps.gov for the most recent contact information.

Department of Defense School service requires that the application be sent to the **National Archives and Records Administration, National Personnel Records Center**. Please visit www.archives.gov for the most recent contact information.

C - Employment Information

Your employer where you rendered the government service must complete this section. **Be sure to provide the employer with these instructions for accurate completion.**

Each school year (July 1 - June 30) must be listed separately.

Employer Name. Enter the department or agency name where the government service was rendered for each period of service requested.

School Year. Enter the school year for each period of leave requested.

Employment Type. Enter the employment type (F/T = Full-Time OR P/T = Part-Time) for each period of service requested.

Wage Type. Enter the wage type (Sal = Salary, Hrly = Hourly, PD = Per Diem) for each period of service requested.

Service Unit. Enter the unit of service rendered for each period of service requested. Enter "D" for days, "H" for hours, or "M" for months.

Service Rendered. Enter the service rendered (per school year) for each period of service requested (e.g., 100 days, 900 hours, 3 months).

Expected Units. Define the school year by entering the number of days, hours, or months on which the employee's service would have been based for each period of service.

After Section C, "Employment Information," is completed, please forward this form to the **U.S. Office of Personnel Management Retirement Operations Center**. Please visit www.opm.gov for the most recent contact information.

D - U.S. Office of Personnel Management Certification

The authorized signature of a representative from the U.S. Office of Personnel Management and the date this form was signed are required. By signing this form, the Office of Personnel Management is certifying that:

- All information provided in Section C, "Employment Information," is correct.
- The member named has withdrawn all contributions and interest and is ineligible now and in the future to receive a retirement benefit based on his or her government service.

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Purchase of United States Government Service



Mail Center

A - Member Information

Member Name	
Social Security Number	
Gender	
Date of Birth	

Former Last Name (only if used in this System)	
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Member Address Change	
Apt# or Suite	
Mailing Address	
City	
State & Zip Code	
Daytime Phone	()
Evening Phone	()
Email Address (Optional)	

B - Member Certification

After completing this section, please forward this form to your employer where you rendered the government service.

Peace Corps service requires that the application be sent to the **Peace Corps Headquarters**. Please visit www.peacecorps.gov for the most recent contact information.

Department of Defense School service requires that the application be sent to the **National Archives and Records Administration, National Personnel Records Center**. Please visit www.archives.gov for the most recent contact information.

Any restrictions that apply to this purchase will be noted on your *Statement of Amount Due*. Please read your statement carefully.

- I request the cost to purchase service credit for government service.
- I certify that I have not received credit for this service in any other retirement system, and I am ineligible now and in the future to receive an annuity from any other private or public pension fund based on my government service.

Member Signature	Date Signed
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C - Employment Information

The employer where the government service was rendered must complete this section. Be sure to provide the employer with the attached instructions for accurate completion. **Each school year (July 1 - June 30) must be listed separately.**

After completing Section C, please forward this form to the U.S. Office of Personnel Management Retirement Operations Center. Please visit www.opm.gov for the most recent contact information.

Employer Name	
If Department of Defense School, where was service rendered?	

	School Year	Employment Type	Wage Type	Service Unit	Service Rendered	Expected Units
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Employer/Agency Representative Signature	Position	Date Signed	Phone Number ()
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D – U.S. Office of Personnel Management Certification

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	1. Is applicant entitled to a retirement benefit as a result of this service?
<input type="checkbox"/>	<input type="checkbox"/>	2. Have the applicant's contributions and/or interest been withdrawn?

I certify that the information provided under Section C, "Employment Information," is accurate. I further certify that all contributions and interest have been withdrawn and no benefits are payable from this agency.

Authorized Signature	Position	Date Signed	Phone Number ()
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