

## APPLICATION FOR PURCHASE OF OUTSIDE SERVICE CREDIT

Complete this application to request a cost estimate for purchasing prior active-duty military and/or prior law enforcement service.

### A. MEMBER INFORMATION

<b>1. Social Security Number</b>	<b>2. Phone Number</b>	<b>3. Email Address</b>
<b>4. Name</b> (First, MI, Last)		
<b>5. Address</b> (Street, City, State, ZIP)		
<b>6. Previous Name(s) Used</b>		<b>7. Birth Date</b>
<b>8. Type of Service Requested (calculation provided upon completion of service verification)</b>  <input type="checkbox"/> <b>Prior active-duty military service</b> in the armed forces of the United States, provided that the discharge from a period of active-duty status with the armed forces was not dishonorable. Service credit purchased shall be credited to a member only for each full month of service, as indicated on the member's DD-214. <u>A copy of your DD-214 must be included to verify your prior active-duty military service.</u> If you are not purchasing prior law enforcement service, skip items 9, 10, and 11.  <input type="checkbox"/> <b>Prior law enforcement service</b> as a full-time sworn employee of another federal, state, or local government law enforcement agency in the United States or of a private university located in the United States. <u>Part B (Verification of Service Credit) must be completed and returned for your prior law enforcement service to be verified.</u>		
<b>9. Employer at Time of Service</b>		<b>10. Total Months of Creditable Service with Employer</b>
<b>11. Are you entitled to a retirement benefit from a former retirement system because of the service listed above?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>12. Member Certification</b> I swear that I am eligible to purchase outside service credit pursuant to Fairfax County Police Officers Code Section 3-7-23.2 or Fairfax County Uniformed Code Section 3-3-25.2.  I certify the following: 1) the requested prior service credit shall not be used in the calculation of any retirement benefit received or to be received from any other retirement system with the exception of Armed Services pensions; 2) I am neither now receiving, nor entitled to receive, a benefit from any retirement system based on the service indicated above; and 3) all statements made by me, the undersigned member, are true and correct.  I understand that: 1) any person who knowingly makes any false statement or falsifies or permits the falsification of any record related to eligibility for membership in the FCRS Trust Funds in any attempt to defraud the Fund shall be guilty of a Class 1 misdemeanor; 2) if the employer is unable to certify the requested service, the purchase will not be allowed; 3) if an error or misrepresentation is discovered, any adjustments to my account may affect my retirement benefits; 4) by signing below, I give permission for my previous employer and/or retirement system to release information about the requested service; and 5) the combined total of ported service, prior active-duty military service, and prior law enforcement service cannot exceed 48 months.		
_____ Member's Signature		_____ Date

**B. VERIFICATION OF SERVICE CREDIT** (must be completed by an authorized Human Resources or Pension Administrator Representative)

The above listed individual would like to verify eligible credit for prior law enforcement service with the Fairfax County Retirement System (FCRS). This service may include employment with a federal agency, state agency, or political subdivision in this or another state or territory of the United States. Virginia law does not permit the purchase of this credit if the individual is eligible to receive a benefit under another retirement system/plan because of such employment.

<b>13. Total Months of Creditable Service with Employer</b>		
<b>14.</b> Has this individual withdrawn all eligible contributions from your retirement system?	Yes	No
<b>NOTE:</b> Contributions to a voluntary or optional plan do not need to be withdrawn.		
<b>15. Certification</b> (choose the appropriate statement)		
I hereby certify that the total creditable service listed above is true and correct based on official records and this service		
<input type="checkbox"/> <b>is not used</b>		
<input type="checkbox"/> <b>is used</b>		
in the calculation of a retirement benefit the applicant is receiving or is entitled to receive from this retirement system.		
Signature	Phone	Date
Preparer's Printed Name	Title	
Retirement System/Plan Name	Address	
	City/State/ZIP	

## COMPLETING THE APPLICATION FOR PURCHASE OF PRIOR SERVICE CREDIT

Purchasing prior service credit increases your total years of service used in the calculation of your monthly retirement benefit and eligibility service. However, the purchase of prior active-duty military service and prior law enforcement service does not count toward the five years needed to become vested. You may only purchase prior law enforcement if it is not used in the calculation of benefits from your prior plan. You may purchase all or part of your eligible service if it does not overlap with other Fairfax County Retirement Systems' (FCRS) service up to a maximum of 48 months.

**IMPORTANT NOTE: For Prior Law Enforcement Public Service, you must contact your employer directly.**

### WHEN TO APPLY

You must apply for and pay for prior service credit while you are an active member. If you enter DROP, you are no longer an active member. Keep in mind the cost to purchase service generally increases over time based on your age, salary, and the length of service.

### APPLYING FOR ELIGIBILITY

If you have eligible service, submit the Application for Purchase of Outside Service Credit form. Based on the type of service you are requesting; the following verification is required before a calculation of the cost of your service purchase can be provided:

- *For Prior Active-Duty Military Service: Submit a copy(s) of your DD-214 with your form.*
- *For Prior Law Enforcement Service: Part B of the application must be completed by your prior employer/retirement administrator in which you participated. **Remember:** If you request a purchase of service credit from more than one employer, complete separate applications for each employer.*

### REVIEWING YOUR ELIGIBILITY

After you have submitted the form, please allow up to 30 days for the FCRS office to review the certification and calculate the cost to purchase eligible service.

### REVIEWING THE COST OF YOUR PURCHASE

FCRS will send a letter and contract with the cost to purchase service credit. When you review your options for purchase, the cost is displayed as well as the date the cost may change. The cost is based on the actuarial cost which is the amount of money needed in today's dollars to pay for the increase in your future retirement benefit or an earlier retirement date resulting from the purchase of prior service.

### PAYING FOR YOUR PURCHASE OF ELIGIBLE SERVICE

Once you have selected the service you would like to purchase, you will choose how to pay for this service. You may choose to pay for prior service credit over 104 bi-weekly pay-periods (four years), lump- sum payment or an initial lump-sum payment with biweekly payments to follow. Lump-sum payment options include a personal check, a rollover from a qualified plan, or a trustee-to-trustee transfer.