

REQUEST FOR SERVICE PURCHASE COST

Service Department
South Carolina Retirement Systems
PO Box 11960, Columbia, SC 29211-1960

Check if applying for Service and/or Disability Retirement Benefits

Date of Retirement: (mm-dd-yyyy)

As an active member of one of the South Carolina Retirement Systems, you may be entitled to purchase additional service credit. By completing this form and returning it to the address above, you are initiating the process to purchase service credit. Upon receipt of all necessary documentation, eligibility will be determined, and you will be informed by mail of the status of your request.

Last Name & Suffix (Sr., Jr., etc.):	First Name/Middle Name:	Social Security Number:
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Address:

City:	State:	ZIP+4:
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Home Telephone:	Work:	Date of Birth:	Sex: M=Male F=Female
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Member's full name during period of service to be	System(s) in which you are currently contributing: <input type="checkbox"/> SCRS (South Carolina Retirement System) <input type="checkbox"/> PORS (Police Officers Retirement System) <input type="checkbox"/> GARS (General Assembly Retirement System) <input type="checkbox"/> JSRS (Judges and Solicitors Retirement System)
List Current Employer(s): 1. _____ 2. _____	

Please check the appropriate box(es) for service to be established. **PLEASE REFER TO THE DEFINITIONS AND INSTRUCTIONS ON THE BACK OF THIS FORM FOR INFORMATION PERTAINING TO YOUR REQUEST.**

***Forms and instructions will be provided upon receipt of this completed form.**

Note: To establish Public, Educational, and/or State ORP service, please specify the number of forms needed. You must complete a separate form for each employer verification to be made.

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| <input type="checkbox"/> Public Service - *Number of Forms: _____ | <input type="checkbox"/> Withdrawal Service _____ Date(s) of Injury |
| <input type="checkbox"/> Educational Service - *Number of Forms: _____ | <input type="checkbox"/> Workers' Compensation - _____
(MM-DD-YY) |
| <input type="checkbox"/> State ORP Service - *Number of Forms: _____ | <input type="checkbox"/> Transfer from SCRS to PORS |
| <input type="checkbox"/> Military Service | <input type="checkbox"/> Convert Class I to Class II |
| <input type="checkbox"/> Approved Leave of Absence | <input type="checkbox"/> Update Service Cost - _____
(Type of Service) |
| <input type="checkbox"/> Non-Qualified Service - Specify Amount of Service: _____
(YY-MM-DD) | |

Comments or Special Instructions:

Please provide a letter from your current employer(s) verifying current annual salary. *(see page 2 of form)

Member Signature: _____ Date: _____

(OFFICE USE ONLY) Verification Forms Provided to Member: Yes No
Service request taken: Office Visit Telephone Call

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS AND DOES NOT CREATE A CONTRACT BETWEEN THE MEMBER AND THE SOUTH CAROLINA RETIREMENT SYSTEMS. THE SOUTH CAROLINA RETIREMENT SYSTEMS RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT.

SERVICE PURCHASE COST DEFINITIONS AND INSTRUCTIONS

Public Service - Any period of paid public service that is service as an employee of the government of the United States, a state, or a political subdivision of the United States. You may not purchase service for a period of public service for which you may receive a retirement benefit from another defined benefit retirement plan. A service purchase which violates section 415 or any other Internal Revenue code is not permitted.

Educational Service - Any period of paid classroom teaching consisting of grades kindergarten through twelve (12) in a public, private, or sectarian school. You may not purchase service for a period of educational service for which you may receive a retirement benefit from another defined benefit retirement plan. A service purchase which violates section 415 or any other Internal Revenue code is not permitted.

State ORP Service - An active member who previously participated in the State ORP program administered by the South Carolina Retirement Systems may purchase service credit for all or a portion of his or her State ORP service. You may not purchase service for a period of State ORP service for which you may receive a retirement benefit from another defined benefit retirement plan. A service purchase which violates section 415 or any other Internal Revenue code is not permitted.

Military Service - Any period of military service up to six (6) years, including National Guard and Select Reserve. Discharge from service must be under conditions other than dishonorable. Include a legible copy of your DD214(s), NGB22(s), or Summary of Retirement reflecting credits/points and anniversary dates.

Approved Leave of Absence - Any period of employer-approved leave up to a maximum of two (2) years per leave of absence provided the member returns to covered employment within four (4) years. The leave of absence must be from an employer participating in the Retirement System.

Non-qualified Service - An active member with five (5) or more years of **earned** service credit may elect to purchase up to five (5) additional years of service credit. This service need not meet a specific criterion.

Withdrawal Service - Restoration of service credit canceled by a refund of contributions. (The restored service must be **earned** service to qualify for vesting purposes.)

Workers' Compensation - Any period(s) of leave without pay due to an on-the-job injury during which Workers' Compensation benefits were received.

Transfer SCRS to PORS - An active member currently contributing to PORS may pay to transfer previous service from SCRS to PORS.

Convert Class I to Class II - Under both the South Carolina Retirement System and Police Officers Retirement System, an active member may pay to convert service from Class I (old program) to Class II (new program).

Updated Service Cost - An active member who previously obtained a cost to purchase service credit may obtain an updated cost.

* **Current Annual Salary** is inclusive of base salary plus any additional compensation subject to retirement withholdings (i.e. overtime pay, summer school, additional course load, differentials, coaching supplement).