

## MEMBER SERVICE CREDIT PURCHASE CERTIFICATION

### *Civilian*

Please complete this form and return it to OP&F if you wish to purchase service credit. Under Ohio law, OP&F members can purchase service credit for prior full-time service rendered under any of the following Ohio retirement systems: Ohio Public Employees Retirement System, State Teachers Retirement System, School Employees Retirement System, Highway Patrol Retirement System, and the Cincinnati Retirement System. A "purchase" of service credit means that you withdrew your contributions from one of these retirement systems and you wish to buy service credit with OP&F for your time served under these retirement systems. For purposes of determining "full-time service," OP&F may request the member and the member's former employer(s) to certify the full-time service. In any event, however, OP&F will determine that the contributing credit was for "full-time service."

#### Section A: Member information

Name: First, MI, Last, suffix (Jr. III, etc.)		Social Security Number											
Street Address / Post office box		<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>											
City, State, ZIP code		Phone											

I am requesting a cost for the full-time periods listed below. Please select the payment option you are requesting. Explanations of your options are included in the letter which accompanied this packet. I would like the cost to be calculated by:

- Lump sum payment** (purchase to be made in a single payment)
- Payroll deduction:** I would like to purchase my service credit in \_\_\_\_\_ payments (see the cover letter in this packet for explanation).

#### Section B: Employment information

I hereby certify the employment listed below was full-time and I was a member of the Ohio retirement system indicated below during this time period. I would like to purchase the service credit earned while a member of, and withdrew from, the following retirement system:

- |  |   |
|--|---|
| <input type="checkbox"/> Ohio Police & Fire Pension Fund             | <input type="checkbox"/> State Teachers Retirement System of Ohio   |
| <input type="checkbox"/> Ohio Public Employees Retirement System     | <input type="checkbox"/> School Employees Retirement System of Ohio |
| <input type="checkbox"/> Ohio State Highway Patrol Retirement System | <input type="checkbox"/> Cincinnati Retirement System               |

Please list below the employer(s) where you earned the service credit that you are requesting to purchase. OP&F will only calculate a cost for full-time service based on the employer certification(s) returned with your Member Certification. Each employer must complete a separate Employer Certification form. Please make copies as needed.

#### 1st EMPLOYER, NAME:

Address		City, State, ZIP code	
Hire date	Termination date	Position held	

#### 2nd EMPLOYER, NAME:

Address		City, State, ZIP code	
Hire date	Termination date	Position held	

#### Section C: Signature and acknowledgement

I, the person described in Section A of this *Member Service Credit Purchase Certification, Civilian* form, represent that I am the person herein described and that statements made herein are true and correct.

Signature:	Date of signature:
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