



Mail completed form to:
30-30 47th Avenue, 10th Fl
Long Island City, NY 11101



Departmental Certificate of Service Rendered by Member Claiming Service Prior to Membership Date in NYCERS

THIS FORM IS TO BE SUBMITTED BY THE MEMBER'S AGENCY.

In order to process a buy-back application, NYCERS must verify the salary and service history for the period of time the member wants to purchase. This application is to be completed by the agency the member worked for to provide verification of the member's salary and service. It is not acceptable without the documentation listed below. If you have any questions, please contact our Call Center at (347) 643-3000.

PART 1: THIS SECTION TO BE COMPLETED BY NYCERS OR BY MEMBER:

Member Number	Last 4 Digits of SSN

The following is a full record of the salaries and dates of employment of:

First Name	M.I.	Last Name

while employed in the Department of

PART 2: THIS SECTION TO BE COMPLETED BY AGENCY.

In addition to completing this section of the form, please attach:

- W-2's or computer printout(s) of payroll earnings or payroll earnings report
- Copy of roster card or employment history

DATES OF EMPLOYMENT

From (start date)	To (end date)	Title	Full-time or Part-time	W-2 Gross Wages	Number of Hours Worked (PT only)
[MM/DD/YYYY]	[MM/DD/YYYY]				
/ /	/ /				
/ /	/ /				
/ /	/ /				
/ /	/ /				
/ /	/ /				

Signature of Official	Title

Agency	Date	Phone Number	E-mail