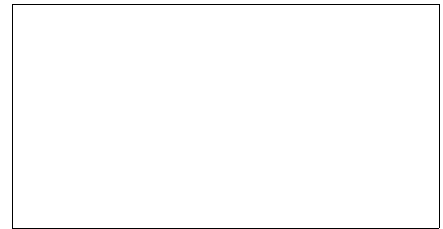




Mail completed form to:
30-30 47th Avenue, 10th Fl
Long Island City, NY 11101



**Application to Purchase Credit for Service
Rendered Prior to Membership Date in NYCERS**

You may purchase previous service by submitting this application or by applying online at www.nycers.org (a My NYCERS account and registered PIN are required to apply online; you may also use the online Buy Back Calculator to get an estimate before applying.) **Please do not apply online and also submit a paper application for the same period you are buying back – that will only delay the processing of your claim. READ THE INSTRUCTIONS AND FACT SHEET BEFORE SUBMITTING THIS FORM. YOUR APPLICATION MUST BE FILED BEFORE YOUR RETIREMENT DATE AND BEFORE YOU LEAVE CITY SERVICE. NOTE: If the address you provide on this form is different from your address in our system, the new address will become your official address in our records.**

Member Number	Last 4 Digits of SSN	Home Phone Number () ()	Work Phone Number () ()
First Name		M.I.	Last Name
Address			Apt. Number
City		State	Zip Code

I am a NYCERS member and would like to purchase credit for previous service for the following period(s):

From (start date) [MM/DD/YYYY]	To (end date) [MM/DD/YYYY]	Agency	Title
/ /	/ /		
/ /	/ /		
/ /	/ /		
/ /	/ /		
/ /	/ /		

NYCERS must verify both your earnings and service history for the period(s) of time you want to purchase. You must supply all supporting documentation unless the service you are purchasing was with the agencies listed below within the specified time frame. In most cases NYCERS has adequate pay records or is able to request them from the following employers to process your buy-back application:

- **Mayoral Agencies** – Starting from February 1986
- **HHC** – Starting from 1973 (1983 and 1986 are incomplete)
- **Transit Authority** – Starting from 1986 (1987 and 1988 are incomplete for certain titles)
- **Triborough Bridge and Tunnel Authority (TBTA), Department of Education (DOE), CUNY 4-year colleges** – Most records can be obtained by NYCERS

If a record of your service history is not reflected in the list above, or if you are buying back service with New York State, YOU are responsible for acquiring the information. Please download Form #242 from our website and provide it to the appropriate agency's Human Resources Department for completion.

If you are buying back service with the New York Public Library (NYPL), call 1-800-367-2884 or go to <http://www.theworknumber.com> and follow the "Employee" instructions to obtain employment and income verification.



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Member Number	Last 4 Digits of SSN

If any period you are purchasing is for time when you are or were a member of another retirement system, please complete this section:

- I am currently a member of the retirement system checked below [check one box below]
 --OR--
 I was previously a member of the retirement system(s) checked below [check all that apply]
- | | |
|---|---|
| <input type="checkbox"/> New York City Teachers' Retirement System | <input type="checkbox"/> New York State & Local Employees' Retirement System |
| <input type="checkbox"/> New York City Police Pension Fund | <input type="checkbox"/> New York State & Local Police & Fire Retirement System |
| <input type="checkbox"/> New York City Fire Department Pension Fund | <input type="checkbox"/> New York State Teachers' Retirement System |
| <input type="checkbox"/> New York City Board of Education Retirement System | <input type="checkbox"/> TIAA - CREF |

NOTE: If you have a current membership with another New York City or State retirement system, that membership can only be transferred, not purchased. Please contact that system if you wish to transfer the service.

If you have a membership that has been terminated, you may be eligible for Membership/Tier Reinstatement. Please see NYCERS Brochure #905 and Form #181 before submitting this form to determine if Membership/Tier Reinstatement is more beneficial than purchasing service.

Your buy-back application must be filed before your retirement date and before you leave City service.

Signature of Member	Date

This form must be acknowledged before a Notary Public or Commissioner of Deeds

State of _____ County of _____ On this ____ day of _____ 20____, personally appeared
 before me the above named, _____, to me known, and known to
 me to be the individual described in and who executed the foregoing instrument, and he or she acknowledged to me that he or she
 executed the same, and that the statements contained therein are true. If you have an official seal, affix it

Signature of Notary Public or Commissioner of Deeds _____

Official Title _____

Expiration Date of Commission _____

INSTRUCTIONS

NYCERS cannot process your buy-back until all earnings and service history information is received and verified. The following documentation is required in order to verify both (see examples on the last page):

To verify your earnings:

- W-2's, or
- Detailed Social Security earnings report that includes the employer (not the annual report – it includes no employer information), or
- Computer printout of payroll earnings or payroll earnings report

To verify your service:

- Roster card, or
- Employment history provided by your employer

A letter from your employer is not adequate – your agency must provide the roster card or full employment history.

More detailed information can be found in NYCERS' Buy-Back Brochure #901, available on our website at www.nycers.org. If you have any questions, or if you are unsure of the rules under your plan, please contact our Call Center at (347) 643-3000 before you submit this application.



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FACT SHEET

When can I apply?

Buyback applications must be filed before your retirement date and before you leave City service.

What previous service can I purchase?

Tier 1 members: You are eligible to buy back full- or part-time New York City service rendered in a NYCERS-eligible title prior to your NYCERS membership.

All other Tiers: You can buy back full- or part-time public service rendered within New York State prior to your NYCERS membership. For the service you want to buy back, you must have been in a position that would have allowed you to join a public employee retirement system in New York State (regardless of whether you actually joined or not).

All Tiers: Service you **MAY NOT** buy back includes but is not limited to:

1. As a consultant for New York City or State
2. As a hearing officer for the Parking Violations Bureau
3. Work for a private company, the federal government, or any government office outside of New York State
4. Work for which you were paid by a grant from New York City or State (such as a research foundation)
5. Service as a member of TIAA-CREF
6. Work as a DOE Custodial Assistant
7. MaBSTOA
8. As an MTA Hearing Officer

How much does it cost to buy back previous service?

The easiest way to estimate the cost is by using our online Buy Back calculator (registered PIN required). The calculator uses information taken from your account as well as information you provide. You can try various dates and salary amounts to see how they affect your estimate. Remember, these are only estimates. The true cost of purchasing previous service can be provided only after NYCERS has received your application and all necessary documentation.

Tier 1 and 2: The cost is based on your current earnings. You will pay double your full normal deduction for the same period being claimed. For example, if you are buying back six months of service, you will have double deductions taken from your current salary for a six-month period.

Tier 3 and 4: The cost is based on the wages you earned during the period claimed, multiplied by your contribution rate(s), plus interest from the date of such service to the date full payment is made at the rate of 5% compounded annually. So, the sooner you apply and pay for your previous service, the less interest you will have to pay.

22-Year Plan Members: The cost is 3% of the wages earned during the period you are buying back, plus 5% interest compounded annually from the date of such service to the date full payment is made.

Tier 6 Basic and Special Plan Members: The cost is 6% of the wages earned during the period you are buying back, plus 5% interest compounded annually from the date of such service to the date full payment is made.

What happens after I apply?

NYCERS will review all documents related to your claim, calculate the costs and send you a cost letter describing your payment options. This letter is time-sensitive. If you do not respond within the timeframe provided in the letter, payroll deductions for your buy-back will begin automatically. Refund of monies paid for buy-back is prohibited.

What are my payment options?

You may pay by lump sum, payroll deductions, or a rollover from certain Deferred Compensation Plans or Individual Retirement Accounts. Details will be included in your cost letter.

Your buy-back can be processed more quickly if NYCERS has all acceptable documentation of your earnings and service. Please review the next page for samples of acceptable documentation.

