

# GUIDELINES FOR REQUESTING A PUBLIC SERVICE CREDIT ESTIMATE



Sonoma County Employees' Retirement Association  
433 Aviation Boulevard, Suite 100, Santa Rosa, CA 95403  
Tel: (707) 565-8100 / Fax: (707) 565-8102 / www.scretire.org

*Public Service prior to membership is time spent working for an eligible employer before becoming a SCERA member. Use this form if you worked for a qualified public employer but do not have retirement service credit with them for this time.*

## Who is eligible?

If you are now an active, transferred, or deferred-vested SCERA member, you MAY be able to purchase public service time if you worked for an eligible public employer as a regular, seasonal, temporary, part-time, or intermittent employee, but do not have retirement service credit with a retirement system for this time. \*

## You CANNOT purchase public service time if:

- you will be receiving a benefit from a public retirement system for this service time; or
- you have purchased this time with any other retirement system; or
- you are a deferred non-vested member; or
- you are retired from SCERA.

## What's required?

If the service is active military time: Please complete the request form following the steps and provide a legible copy of your DD214 and proof that you are not entitled to receive a military pension. SCERA will send you an estimate for the time indicated in the "Net Active Service this Period". SCERA will require proof that you are not entitled to a military pension prior to approving the purchase of your military time.

If the service is active military time in the reserves: You may be eligible to purchase this time even if you will be receiving a benefit from it. Please complete the request form following the steps and provide a legible copy of your DD214 and any other paperwork necessary to prove that the time was active reserve time.

## If the service is with another qualified public entity:

You must provide SCERA with written documentation from your previous qualified employer certifying your dates of service, your total service hours, whether it was general or safety time and that you will not receive a retirement benefit from any public retirement system for this time.

## What's the cost?

The cost is based on your pay rate and contribution rate on the date you became a member of SCERA. Interest will be compounded semi-annually to the date you make the purchase.

## What's next?

Gather your employment history information for the time that you worked for a qualified employer before becoming a SCERA member. Then complete the request form following the steps below. \*

## Steps for Requesting a Public Service Credit Estimate

### Step 1

Complete Sections 1-3 on attached request form.

### Step 2

Send the form to the employer you were with when the service was earned so they can complete Section 4.

### Step 3

Upon receipt of the original signed certification, SCERA will verify with the retirement system that you will not receive a retirement benefit from them for this time.

### Step 4

Upon receipt of the verification, SCERA will provide you an estimate to purchase the additional retirement service credit.

\* If you had service credit through CalPERS, please contact SCERA before proceeding.

**REQUEST FOR PUBLIC SERVICE CREDIT ESTIMATE**



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**SECTION 1 INFORMATION ABOUT YOU**

Complete your current contact information.

Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Former Name(s) (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**SECTION 2 PRIOR EMPLOYMENT INFORMATION**

Indicate the employer where the service was earned and list the time period of employment for which you are requesting credit for public service prior to membership in SCERA.

Employer: \_\_\_\_\_

Dates of Employment (approximation is acceptable)

From: \_\_\_\_\_ To: \_\_\_\_\_  Full time  Part time

From: \_\_\_\_\_ To: \_\_\_\_\_  Full time  Part time

Did the principal duties consist of active law enforcement or firefighting and prevention service?  Yes  No

**SECTION 3 MEMBER CERTIFICATION**

Sign and date the request form, and forward it to your prior employer to complete Section 4.

I declare under penalty of perjury under the laws of the State of California that the above is true and correct and that I meet the eligibility requirements to purchase this time as explained on page 1 for the type of service I am requesting to purchase. I authorize release of this information to SCERA.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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We have a request from your prior employee to purchase retirement service credit. Public service is time worked for a qualified public employer. In order to allow the purchase of public service credit, we require confirmation of the hours and time he/she worked. Please complete the verification below and return to SCERA.

Please see page 2 for member details and waiver.

**SECTION 4**

**STATEMENT AND SIGNATURE OF AUTHORIZED EMPLOYER REPRESENTATIVE**

Name of Employee: \_\_\_\_\_

Dates of Employment

*Please indicate the exact employment dates.*

From: \_\_\_\_\_ To: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Please confirm total service credit by one of the following methods.

- 1. If the employment was full-time and employee had no leave without pay, please initial to confirm. Employee worked full-time and had no unpaid leave.

*Please initial for confirmation.*

*SCERA will use the dates provided to calculate the service credit the member is eligible to purchase.*

- 2. If the employee was full-time with unpaid leave please indicate the total service credit: \_\_\_\_\_  
*(i.e., 2,665.90 hours, 1.2774 years, 1 year 3 months 10 days)*
- 3. If the service was part-time indicate the total hours worked: \_\_\_\_\_

I hereby certify that the above employment information is correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_