

**SERVICE PURCHASE ESTIMATE REQUEST FORM**



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](http://www.scretire.org)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Social Security # or Employee ID #

\_\_\_\_\_  
Contact Number

**Type of Service (mark all applicable):**

**Service Prior to Membership** SCERA must have certification from the employer of the service prior to membership. The employer will send certification to SCERA and SCERA will then calculate the cost of the purchase. If you were employed by the County of Sonoma for the Service Prior to Membership, you may request the **Retirement Buy Back Information Request Form** from the Auditor's Office / Main Payroll Division at 565-4691 or on-line at [scretire.org/Resource-Center/Forms-and-Publications](http://scretire.org/Resource-Center/Forms-and-Publications). If you were employed by the Superior Court for the Service Prior to Membership, contact Superior Court Human Resources.

**Leave Without Pay (LWOP)** SCERA must have certification that the LWOP was due to your own illness, injury, or pregnancy disability. Bonding leave is not eligible for purchase. This certification must also include the date you returned to work at your full-time equivalent. To meet the return to work requirement you must work at least one full pay period with actual hours worked. The hours cannot be supplemented with use of sick leave, catastrophic leave, vacation or compensatory time; holiday hours are acceptable. Please submit copies of your leave of absence forms. If you did not retain copies, please contact your payroll clerk.

**Military Leave Without Pay (MLWOP)** Submit this form and copies of your approved "Request for Leave of Absence" forms to request an estimate. If you do not have copies of your leave forms, please obtain them from your payroll clerk.

**Redeposit** Prior dates in SCERA: \_\_\_\_\_  
Date of withdrawal: \_\_\_\_\_  
Other names used: \_\_\_\_\_

**Public Service** Please see the document entitled "Guidelines for Requesting a Public Service Credit Estimate." Contact SCERA for a copy or find it on-line at [scretire.org/Resource-Center/Forms-and-Publications](http://scretire.org/Resource-Center/Forms-and-Publications).

Please see our [Purchase of Service Credit FAQs](#) for additional information.

Other requests, comments, or pertinent information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**All estimates will be mailed to the address on file in the payroll system.**