

Purchase Additional Service Credit

Additional Service Credit Will Increase Your Retirement Benefit

2011-12



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The information in this brochure applies to CalSTRS Defined Benefit Program members. If a conflict arises between this information and the Teachers' Retirement Law, the law prevails.

The Governor and Legislature occasionally make statutory changes that may affect your retirement. We make every effort to communicate these changes to you, but legislation can undergo rapid change. To stay informed, consult a variety of sources, including the California State Legislative Counsel website at leginfo.ca.gov, CalSTRS.com, CalSTRSBenefits.Us, and your union or elected legislative representatives.

In October 2011, the Governor proposed eliminating the purchase of nonqualified service credit ("air time") as part of his larger pension reform plan. Stay informed at CalSTRSBenefits.Us.

Introduction

As a CalSTRS member, you participate in a hybrid retirement system that includes a traditional defined benefit plan, a cash balance plan (called the Defined Benefit Supplement) and a voluntary defined contribution plan (CalSTRS Pension2®). Your service retirement benefit under the defined benefit plan is based on your years of service credit, your age at retirement and your final compensation.

The more service credit you have, the more your monthly retirement benefit will be. This brochure describes ways to increase service credit, shares information to help you make an informed decision and provides the necessary forms to initiate your purchase.

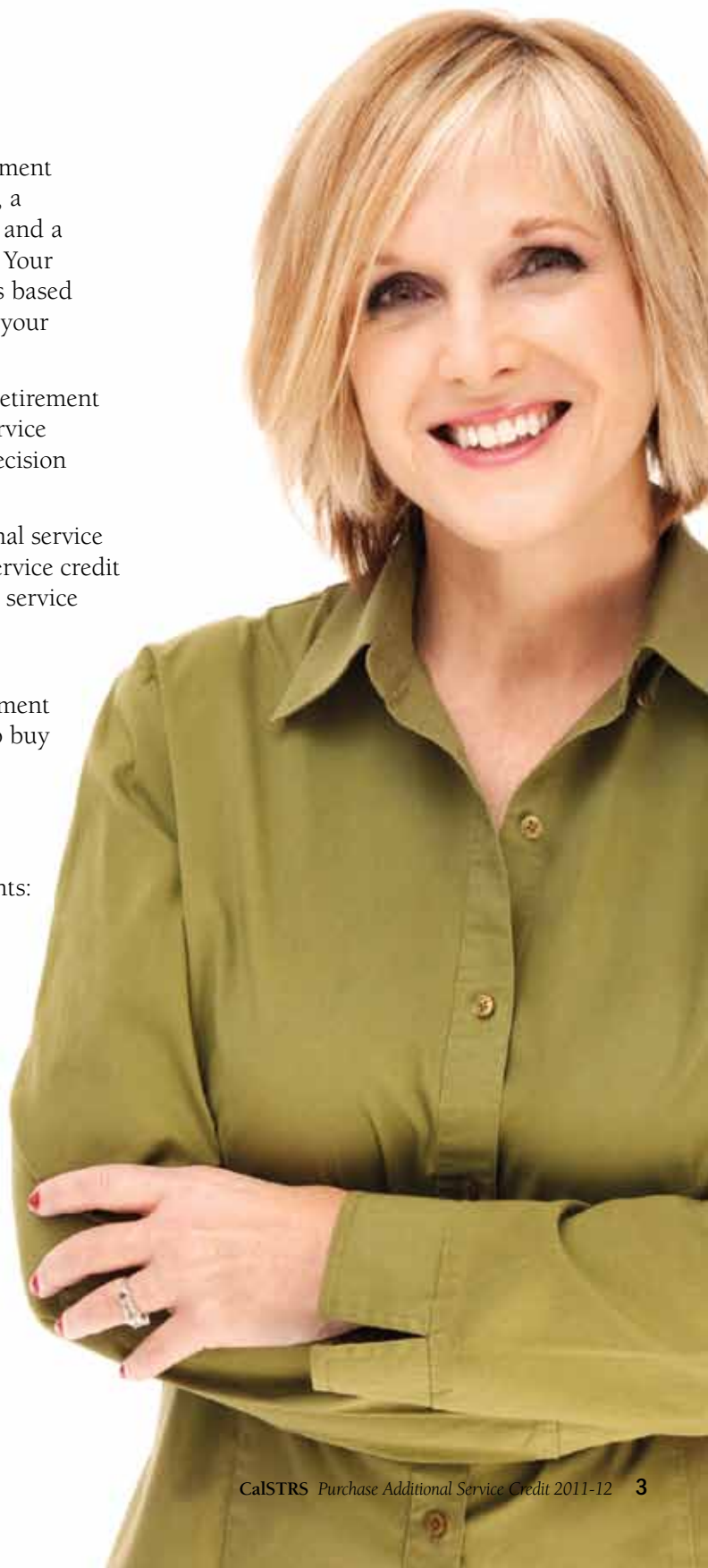
You may purchase a portion, rather than all, of any additional service credit you have available. However, you cannot purchase service credit if you have received, or are eligible to receive, credit for the service covered by another public retirement system.

If you plan to purchase additional service credit just before retirement, we must receive your request before your retirement date. If you are on Disability Coverage A, you are eligible to buy additional service credit.

Retirement Formula

The retirement formula, set by law, multiplies three elements:

- Your years of service credit.
- A percentage based on your age at retirement.
- Your final compensation, which is equal to the highest average annual earnable compensation for 36 consecutive months, or 12 months if you have earned 25 years of service credit.





Rewards for Higher Service Credit

Benefit enhancements provide additional incentives so that you can retire with as much service credit as possible.

One-Year Final Compensation

If you retire with 25 or more years of qualified service credit, the highest 12 consecutive months of your average earnable compensation during a school year will be used in your retirement benefit calculation, rather than the average of your last 36 consecutive months.

Career Factor

If you retire with 30 or more years of service credit, 0.2 percent will be added to the age factor, up to a maximum combined age factor and career factor of 2.4 percent.

See the *Member Handbook* for details on benefit enhancements.

Figuring Your Benefit

To see how your service credit purchase will increase your Defined Benefit retirement benefit, visit CalSTRS.com/calculators. Use the *Retirement Benefits Calculator* to estimate your monthly benefit with and without the additional service credit.

Steps in the Purchase Process

There are six steps to purchasing service credit:

1. Understand the types of service credit available for purchase.
2. Estimate the cost to purchase at CalSTRS.com/calculators.
3. Decide if a service credit purchase is right for you. A CalSTRS benefits counselor can help you calculate costs, estimate the potential increase to your retirement benefit, and determine recovery time. Contact a financial professional for advice regarding your situation.
4. Submit the correct form (see the “Forms” section or go online to *myCalSTRS*).
5. Review the billing statement we’ll send you, with the exact cost, if you’re eligible to purchase service credit.
6. Make the purchase.

See page 11 for additional information.

Types of Service Credit to Purchase

Redeposit

If you previously terminated CalSTRS-covered employment and withdrew your retirement contributions and interest (refund), you can make a full or partial redeposit of your Defined Benefit contribution if you return to CalSTRS membership or if you are a member of one of these California public retirement systems:

- Legislators' Retirement System
- Public Employees' Retirement System
- San Francisco City and County Employees' Retirement System
- University of California Retirement Plan
- Systems under County Employees' Retirement Law of 1937, which includes the following counties: Alameda, Contra Costa, Fresno, Imperial, Kern, Los Angeles, Marin, Mendocino, Merced, Orange, Sacramento, San Bernardino, San Diego, San Joaquin, San Mateo, Santa Barbara, Sonoma, Stanislaus, Tulare and Ventura

You may also make a redeposit if you are a current CalSTRS member and your former spouse or registered domestic partner obtained a refund of part of your contributions under a community property court order.

A redeposit allows you to restore the service credit you lost by your earlier refund. To receive the same amount of service credit you had when you took the refund, you will have to pay the interest that the refunded amount would have earned had the funds remained in your CalSTRS account. The longer the elapsed time between your refund and redeposit, the higher the redeposit amount will be.

Redepositing does not re-establish your earlier membership date or satisfy the requirement to work one year after reinstatement for eligibility for certain benefits.

You can choose to redeposit a portion, rather than all, of refunded service credit along with applicable interest. If you received multiple refunds, CalSTRS adds each refunded amount, plus interest, to arrive at a total cost. You can then redeposit a portion of that total cost.

You may not redeposit refunded Defined Benefit Supplement contributions and interest.

NOTE

Community Property Refund

Some court-ordered community property settlements divide your service credit, contributions and interest to create a separate account for your former spouse or registered domestic partner. This division will reduce your service credit.

If your former spouse or partner takes a refund of that separate account, you may purchase all or a part of your lost service credit. If you do not purchase your lost service credit, it will not be counted in calculating your retirement benefit. However, that service credit will count in determining your eligibility for the career factor and one-year final compensation benefit enhancements (see page 4).

Local Service

Teachers who were active in the Los Angeles local retirement system on July 1, 1972, and refunded from that system, have the opportunity to redeposit their contributions into CalSTRS. Benefits are reduced at retirement for those members who do not redeposit their contributions.

To redeposit service credit, use the *Redeposit or Purchase of Permissive Service Credit* form in the back of this booklet or at CalSTRS.com. You can also complete and print service credit purchase forms from your *myCalSTRS* account.



Permissive Service Credit

You may purchase service credit for performing certain other, non-CalSTRS activities. You may purchase a portion or all of any permissive service credit for creditable service you have performed. You may not, however, purchase credit for service:

- You performed as summer school time, prior to July 1, 2002.
- For which you have received, or are eligible to receive, credit in the CalSTRS Cash Balance Benefit Program or another California public retirement system.

To purchase service credit for the following activities, use the *Redeposit or Purchase of Permissive Service Credit* form:

- **Nonmember service:** Part-time or substitute service in the California public school system before you were a CalSTRS member or between refunding and becoming a CalSTRS member again.
- **Maternity or paternity leave:** Leave approved by your CalSTRS-covered employer. You may purchase the balance of each fiscal year in a 24-month period. For example, if you took off from March 2002 through February 2004 (a 24-month period), you could purchase:
 - » 4 months for FY 2001–02
 - » 12 months for FY 2002–03
 - » 8 months for FY 2003–04*
- **FMLA or CFRA Family Medical Leave:** Employer-approved leave under Family Medical Leave Act and California Family Rights Act guidelines for up to 12 work weeks in any 12-month period.* You cannot purchase family medical leave for events that occurred before January 1, 1992, the effective date of the FMLA.
- **Sabbatical leave:** Qualified employer-approved leave in California as authorized by your school district.*

- **Fulbright leave:** Employer-approved leave in any program under the Federal Mutual Educational and Cultural Exchange Program.*
- **Child care center:** Certificated teaching position in a California child care center operated by a county superintendent of schools or school district.
- **Native American school:** Certificated teaching position in a federally administered and supported Native American school in California.
- **School for the deaf or blind:** Teaching in the California School for the Deaf or the California School for the Blind or other special classes operated by California public schools for deaf or blind persons.
- **Job Corps or Peace Corps:** Up to two years of credit for service performed in a teaching position as a member of the Job Corps or Peace Corps. You must have been a CalSTRS member prior to entering and returned to CalSTRS-covered employment within six months of terminating Corps service.
- **Certain active U.S. military service:** Before 1994, active CalSTRS membership within one year prior to entering military is required. A copy of the DD214 must accompany this request. If your military service is after 1994, contact your employer.

Out-of-State or Foreign School Service

This includes work in public education for another state, U.S. territory, overseas school administered by the Department of State or a foreign public school that provides a level of education comparable to grades K–12. If you buy service credit you earned in another public retirement system, excluding Social Security, you must give up benefits you would have received from that system. To purchase this credit, use the *Out-of-State or Foreign School Service Credit Certification* form.

*These types of permissive service credit purchases require verification from the employer who approved the leave, using the CalSTRS *Verification of Employer-Approved Leaves* form or a letter from the employer. The letter must be on the employer's letterhead, identify the time frame (to and from dates) and the type of approved leave. The employer verification must accompany the *Redeposit or Purchase of Permissive Service Credit* form. These forms are included in this booklet and online at CalSTRS.com and myCalSTRS.

University

This includes teaching at the University of California or California State University that is not credited or cannot be purchased in another public retirement system. To purchase this credit, use the *Verification for California Public University Service Credit* form. **Do not use this form for service performed in a California community college.**

Cash Balance Service

If you are a member currently contributing to the Defined Benefit Program and you contributed to the Cash Balance Benefit Program as a part-time teacher, your Cash Balance service may be converted to service credit under the Defined Benefit Program.

For more information on this conversion, call CalSTRS at 800-228-5453 and ask about the *Request to Consolidate Benefits* package or go to CalSTRS.com (select *FAQ* at bottom of page, then *Consolidating Program Coverage*).

Nonqualified Service Credit

If you have at least five years of CalSTRS service credit, you may purchase up to five years of nonqualified service credit, also known as “air time.” Nonqualified service is not connected to any prior employment.

Nonqualified service credit cannot be used to qualify for the career factor or the 25-year threshold for one-year final compensation. However, nonqualified service credit can be used for the 30-year service credit requirement to qualify for service retirement between the ages of 50 and 55.

To purchase nonqualified service credit, use the *Purchase of Nonqualified Service Credit* form.

The Governor has proposed eliminating the purchase of nonqualified service credit as part of his larger pension reform plan. Stay informed at CalSTRSBenefits.Us.



Service credit plays an important role in building your CalSTRS retirement income.

The Cost to Buy



Redeposit

The cost to redeposit depends on how much service credit you wish to purchase and, because interest must be paid, the length of time between the refund and the request to redeposit the funds.

Because most members end up making a redeposit close to retirement, the time gap between the refund and the redeposit is often large. This gap can make the redeposit costly. You can purchase a portion, rather than all, of the service credit represented by any refund you received. If you took multiple refunds, the cost will be a weighted average of the total of all refunds plus interest.

To estimate the cost to redeposit refunds, visit CalSTRS.com/calculators.

Example

- **Julia** became a CalSTRS member in 1979 and then terminated her employment in 1990, taking a refund of \$19,500 for her 11 years of service credit. She returned to CalSTRS-covered employment in 1992, and in 2011, bought back those 11 earlier years of service credit. The full cost of that purchase was \$72,151, which included her original refund of \$19,500 plus \$52,561 in interest.

Benefit of Redeposit Example

If Julia worked full time from 1992 until her retirement in 2011 at age 60, she would have 19 years of service credit without the purchase of the refunded service credit. However, with the additional 11 years, she would have 30 years of service credit, which would qualify her for the benefit enhancements of career factor and one-year final compensation.

Before Purchase: Multiply 19 years of service credit (1992-2011) x 2 percent age factor x \$5,000 final compensation (using highest average annual compensation: \$58,000; \$60,000; \$62,000) = \$1,900 monthly benefit.

Years of Service Credit		Age Factor		Average 36 Months Final Compensation		Monthly Benefit
19	x	.020	x	\$5,000	=	\$1,900

After Purchase: Multiply 30 years of service credit x 2.2 percent age factor x \$5,166 final monthly compensation (using highest final compensation of \$62,000) = \$3,409 monthly benefit.

Years of Service Credit		Enhanced Age Factor		One Year Final Compensation ÷ 12		Monthly Benefit
30	x	.022	x	\$5,166	=	\$3,409

This is a benefit increase of \$1,509 a month after purchasing the 11 years of service credit.

Time to Recover Costs:

Purchase Cost		Monthly Increase		Time to Recover Costs
\$72,151	÷	\$1,509	=	47.8 months ÷ 12 = 3.9 years

Permissive and Nonqualified Service Credit

The cost to purchase permissive and nonqualified service credit depends on your highest annual earnable compensation in the last three years of CalSTRS-covered employment, the amount of service credit being purchased, and the current permissive service credit contribution rate for your age (see table below).

To accurately calculate the cost for this purchase, CalSTRS must verify current or past service performance in certain other California public retirement systems. The salaries for this service will be used if they are higher than your highest CalSTRS salary.

NOTE If you are not currently working in CalSTRS-covered employment, additional regular interest will be added to the cost of this purchase.

To estimate the cost to purchase permissive and nonqualified service credit, visit CalSTRS.com/calculators. To manually calculate your cost:

1. Multiply the amount of service credit (years) you want to purchase by the contribution rate for your age group.

Contribution Rates	
Age Group	Contribution Rate* 2011-12
20-29	15.5%
30-39	17.0%
40-49	20.3%
50-59	25.4%
60-69	29.2%
70 and older	24.2%

*Rates can change each July 1. The new rates are available in spring by calling 800-228-5453.

2. Multiply the result by your highest annual earnable compensation during the last three years.

Permissive Service Credit Cost Example

In August 2011, **Gabriel** wanted to purchase one year of service credit for his employer-approved paternity leave. Gabriel was in the 30-39 age group at a contribution rate of 17.0 percent. His highest annual earnable compensation from the last three years was \$30,000.

Years of Service to Purchase		Permissive Contribution Rate		Highest Annual Earnable Compensation		Cost to Buy
1	x	.170	x	\$30,000	=	\$5,100

If Gabriel retired at age 60 with 29 years of service credit (including the paternity leave service credit) and his highest annual earnable compensation was \$60,000, his monthly retirement benefit would increase by \$100 per month.



Examples

- **Chandra**, age 30, has five years of CalSTRS-covered service credit and earns \$35,000 per year. It will cost her \$5,950 to purchase one year of nonqualified service credit or \$29,750 to purchase five years of nonqualified service credit.
- **James**, age 41, has 10 years of CalSTRS-covered service credit and earns \$45,000 per year. He has \$10,000 in his 403(b) plan, which he would like to roll over to CalSTRS to purchase nonqualified service credit. If James rolls over his \$10,000, he would purchase 1.095 years of nonqualified service credit with CalSTRS (and can use other funds to purchase a total of up to five years of service credit). If he retires at age 60 with an annual earnable compensation of \$75,000 and 30 years of service credit (including the purchased service credit), his retirement benefit would increase \$137 per month (\$1,644 per year). It would take James approximately 6.1 years to recover the initial \$10,000. Note that although James would have 30 years of service credit, the purchased nonqualified service credit does not count toward the career factor benefit enhancement. For the purpose of the benefit enhancement, James would have about 29 years of service credit.
- **Toni**, age 55, has 18 years of CalSTRS-covered service credit and earns \$65,000 per year. In 2011-12, it will cost her \$16,510 to purchase one year of nonqualified service or \$82,550 to purchase five years of nonqualified service credit. Retiring at age 60 with a three-year average earnable annual salary of \$66,000, the five years of nonqualified service credit would bring Toni's total service credit to 28 years. This would increase her retirement benefit an additional \$550 per month. It would take Toni approximately 12.5 years to recover her initial \$82,550.

Nonqualified service credit cannot be used to qualify for the career factor or the 25-year threshold for one-year final compensation. However, nonqualified service credit can be used to qualify for the 30-year service credit requirement for retirement between ages 50 and 55.

NOTE

The differences in the cost to purchase in these examples are due to age and salary. Chandra does not know when she plans to retire, but realizes a purchase of nonqualified service credit will increase her retirement benefit and cost her the least amount now.

Make an Informed Decision

Regardless of the type of service credit you purchase, you will want to compare the purchase price with the potential boost in your retirement benefit. To help you make an informed decision, a few simple steps can provide you with an idea of the cost and how long it will take to recover that cost.

1. Calculate the cost to purchase the service credit.
 - **Online:** Go to CalSTRS.com/calculators.
 - **Manually:** Multiply the amount of service credit you want to purchase by the current contribution rate for your age group (see table on page 9). Then multiply that amount by your highest annual earnable compensation in the last three years of CalSTRS-covered employment.
2. Estimate the monthly increase you would receive with the extra service credit. Use the *Retirement Benefits Calculator* at CalSTRS.com/calculators to estimate your monthly payment with and without the extra service credit.
3. Calculate how long it will take to recover your cost to pay for the service credit.

For a rough estimate, divide step 1, the cost of buying the service credit, by step 2, your monthly benefit increase. Then divide this amount by 12 (months). See example under “Benefit of Redeposit Example” on page 8.

We recommend discussing your options with a professional financial planner.



To help you make important decisions about your retirement, read more online at CalSTRS.com.

Making the Purchase

After you estimate the cost to purchase service credit, the increase to your monthly benefit and the recovery time—the time it will take you in retirement to recover your cost to purchase the increase to your monthly benefit—your next action is to make the purchase.

There are three required steps to make the purchase:

1. Go to *myCalSTRS* or the “Forms” section in the back of this booklet and complete the proper form, then mail it to CalSTRS.
2. CalSTRS determines your eligibility and sends you a billing statement.
3. Select your payment choice and return your billing statement by the due date. Failure to respond by this date may result in a higher cost to purchase your service credit or denial, if you have retired.

Payment methods may include any combination of the following:

- A lump-sum payment.
- Rollover from a qualified plan.
- Up to 120 monthly installments (not less than \$25 each) made by direct mail or payroll deduction. Interest is charged each month on the unpaid balance. You must complete the purchase before you retire.

For payroll deduction, select the payment schedule that meets your financial needs. Payments may be tax deferred if authorized by your employer. Once you sign up for tax-deferred payments, you cannot change the payment method, amount or period of installments. You are locked into an irrevocable payment authorization contract.

However, under certain circumstances, such as termination of employment or retirement, the contract may be terminated.

If you requested to purchase only a partial amount of your available service credit and

want to purchase the remaining service credit, the cost of the service will be calculated at current rates, which may be at a higher cost. Payments are not accepted after you retire.

You must inform CalSTRS when changing school districts if your payments are made through payroll deductions.

Your service credit purchase must be paid in full prior to your retirement date or by the due date on the billing statement, if you wish to buy service credit just before you retire. Purchased service credit does not post to your account until paid in full. Under certain conditions, members may receive prorated service credit at retirement for amounts already paid. For example, if you do not complete your purchase before you retire.

You may roll over funds from a qualified plan such as a 403(b), 401(a), 401(k), 457 or IRA for all or a portion of the purchase amount. The rollover request is included with the billing statement. Rollovers and lump-sum payments may be completed in combination with installment plans but must be completed before beginning tax-deferred payroll deductions.

CalSTRS must receive the signed billing statement along with your payment (lump sum or initial monthly installment), your payroll deduction or rollover request by the due date on the billing statement.

Estimating Installment Payments

Interest will be charged on the unpaid portion of your balance if you pay in installments. All interest paid to purchase service credit is added to your CalSTRS Defined Benefit retirement account. You can estimate how much your payments would be by using the cash payments and payroll deductions *Finance Calculator* at CalSTRS.com/calculators.

Forms

This section includes tear-out forms for purchasing permissive and nonqualified service credit and for redepositing funds into your CalSTRS account:

- *Redeposit or Purchase of Permissive Service Credit*
- *Out-of-State or Foreign School Service Credit Certification*
- *Verification for California Public University Service Credit*
- *Purchase of Nonqualified Service Credit*
- *Verification for Employer-Approved Leaves*



Redeposit or Purchase of Permissive Service Credit

MS 0287 (rev. 10/11)

CALSTRS

California State Teachers' Retirement System
P.O. Box 15275, MS 88
Sacramento, CA 95851-0275
800-228-5453
CalSTRS.com

Read these instructions before completing this form. Type or print clearly in black ink.

Use this form if you are a CalSTRS member and wish to redeposit an earlier refund, or if you would like to purchase service credit for service performed but not credited.

Mail this completed form and any required documentation to the address above to start the process of determining the cost to purchase service credit. Your request will be verified and you will be billed if you are eligible. You will have 35 days from the billing statement date to accept the costs and make your first payment.

If you currently are not making contributions to CalSTRS (no earnings have been reported to CalSTRS by an employer for the current school year), interest will be added to the cost of each permissive service credit bill.

By signing this form, you are under no obligation to purchase service credit.

To purchase other types of service credit, you will need to submit additional forms found at CalSTRS.com.

- To purchase service credit earned in another state, use the *Out-of-State or Foreign School Service Credit Certification* form.
- To purchase University of California or California State University service credit, use the *Verification for California Public University Service Credit* form.
- To purchase nonqualified service credit, use the *Purchase of Nonqualified Service Credit* form.
- To consolidate your Cash Balance Benefit Program service to purchase Defined Benefit Program service credit, use the *Request To Consolidate Benefits* form.

For more information, go to CalSTRS.com and select *FAQ* at the bottom of the page.

Section 1: Member Information

NAME (LAST, FIRST, INITIAL) (INCLUDING ANY PREVIOUS NAMES USED)		CLIENT ID OR SOCIAL SECURITY NUMBER
ADDRESS (STREET)		DATE OF BIRTH (MM/DD/YYYY)
CITY	STATE	ZIP CODE
()	()	
WORK TELEPHONE	ALTERNATE TELEPHONE NUMBER	E-MAIL ADDRESS
CURRENT EMPLOYER (COUNTY AND SCHOOL DISTRICT)		
<input type="checkbox"/> I plan to retire within the next 12 months _____ (date, if known)		

Section 2: Redeposits

Are you a member of another California public retirement system?

No Yes If yes, name of system _____

Redeposit

I request a billing statement for the cost to redeposit my previously refunded contributions and interest.
I would like to purchase _____ years of service credit. (If you do not specify the number of years, CalSTRS will process the request for all available years of service.)

Nonmember Spouse/Court-Ordered Split

I request a billing statement for the cost to redeposit service credit that was awarded to my former spouse or registered Odomesic partner as community property. It is my understanding those funds have been refunded to that person.

Local Service

I request to purchase my local service credit for service performed prior to 1972 in the Los Angeles Unified School District.

CalSTRS may require additional eligibility information.



MS0287

tear off here

MEMBER'S NAME (LAST, FIRST, INITIAL)

CLIENT ID OR SOCIAL SECURITY NUMBER

Section 3: Permissive Service Credit

Type	Time Frame From – To mm/dd/yy – mm/dd/yy	Amount of Service Credit	Comments
<input type="checkbox"/> Nonmember service	—		For example, substitute or part-time service in a California public school system prior to becoming a CalSTRS member.
<input type="checkbox"/> Cash Balance nonmember (previous CB participants only)	—		If you previously worked under the Cash Balance Benefit Program and are now a Defined Benefit member, you can use your Cash Balance funds to purchase Defined Benefit service credit.
<input type="checkbox"/> Maternity or paternity leave	—		Employer verification is required with this request. Verification must be on: <ul style="list-style-type: none"> • CalSTRS <i>Verification of Employer-Approved Leaves</i> form, or • Employer letterhead with approved leave or absence beginning and ending dates, a description of the approved leave or absence, and the signature of an authorized employer official. Only for leaves approved by an employer in California.
<input type="checkbox"/> FMLA- or CFRA-approved leave	—		
<input type="checkbox"/> Sabbatical leave	—		
<input type="checkbox"/> Fulbright leave	—		
<input type="checkbox"/> California child care center	—		Employer verification of this service is required. You must have been in a certificated teaching position in a child care center operated by a county superintendent of schools or a school district in California.
<input type="checkbox"/> California Native American school	—		Employer verification of this service is required. You must have been in a certificated teaching position in a federally supported and administered Native American school in California.
<input type="checkbox"/> California school for the deaf or blind	—		Employer verification of this service is required. You must have been in a teaching position with the California School for the Deaf or the California School for the Blind.
<input type="checkbox"/> Certain active U.S. military service (must have membership in CalSTRS prior to joining)	—		If prior to 1994, military order required (DD214). If after 1994, see your employer.
<input type="checkbox"/> Job Corps (must have membership in CalSTRS prior to joining and service must have been in a teaching position in California)	—		You must provide Job Corps certification letter. Write to: U.S. Department of Labor Office of Job Corps 90 7th Street, Suite 12-100 San Francisco, California 94103
<input type="checkbox"/> Peace Corps (must have membership in CalSTRS prior to joining and service must have been in a teaching position)	—		You must provide Peace Corps certification letter. Write to: Peace Corps Attn: Certifying Officer Volunteer & Staff Payroll Services Division 1111 20th St. NW Washington, DC 20526

Section 4: Signature

I understand that my signature does not create any obligation on my part to purchase this service credit.



MEMBER'S SIGNATURE _____

SIGNATURE DATE (MM/DD/YYYY) _____

Out-of-State or Foreign School Service Credit Certification

OSSC 304 (rev. 10/11)

CALSTRS

California State Teachers' Retirement System
P.O. Box 15275, MS 88
Sacramento, CA 95851-0275
800-228-5453
CalSTRS.com

To purchase out-of-state or foreign school service credit, you must meet the following requirements:

1. You are a member of CalSTRS.
2. You performed service in a public education position.
3. You have forfeited or agree to forfeit any benefits you have in another public retirement system, if applicable.

If you **were a member of another public retirement system**, complete and sign page 1 of this form and then forward this packet to that retirement system. They need to complete and sign page 2 of the form and return the packet to you.

If your former retirement system cannot verify your service credit, your former employer must complete sections 6 and 7 of the form.

If you performed service in a public education position but **were not a member of a public retirement system** while performing that service, complete and sign page 1 of this form and then forward the entire packet to your former employer. Your former employer needs to complete and sign page 3 of the form and mail the entire packet back to you.

Once you receive all the information required, forward the entire packet to CalSTRS at the address above. Unless otherwise stated, your amount of service credit will be based on the California standard of 1,050 hours or 175 days per school year.

Check the appropriate box in section 1 if you have previously submitted valid verification from your former retirement system or employer. You will not be required to verify this information again if CalSTRS has it on file.

Section 1: Member Information

NAME (LAST, FIRST, INITIAL) (INCLUDING ANY PREVIOUS NAMES USED)		CLIENT ID OR SOCIAL SECURITY NUMBER
ADDRESS (STREET)		DATE OF BIRTH (MM/DD/YYYY)
CITY	STATE	ZIP CODE
()	()	
WORK TELEPHONE	ALTERNATE TELEPHONE NUMBER	E-MAIL ADDRESS
CURRENT EMPLOYER (COUNTY AND SCHOOL DISTRICT)		
<input type="checkbox"/> Certification already on file with CalSTRS <input type="checkbox"/> I plan to retire within the next 12 months _____ (date, if known)		

Section 2: Amount of Service Credit

Amount of out-of-state or foreign school service credit that you wish to purchase: _____ years.

Check here if you wish to roll over funds from your former retirement system to CalSTRS.

Section 3: Signature

By agreeing to purchase the amount of service credit indicated above, I fully understand that I am forfeiting all benefits from my former retirement system, if applicable. I may be placing myself in jeopardy with the IRS by not forfeiting benefits from another retirement system. I hereby authorize my former retirement system and/or employer to release any information concerning my service and/or account balance to CalSTRS in connection with my application to purchase out-of-state service credit.



MEMBER'S SIGNATURE

SIGNATURE DATE (MM/DD/YYYY)



OSSC304

**Out-of-State or Foreign School
Service Credit Certification** continued



Attention Former Retirement System: Complete the required information below so CalSTRS can determine the cost for the interested member. Return all information to the member listed on page 1.

MEMBER'S NAME (LAST, FIRST, INITIAL)

CLIENT ID OR SOCIAL SECURITY NUMBER

Section 4: Credited Service Information (To be completed by retirement system)

1. Was this individual ever a member of your retirement system? (If the answer is "NO," sign below and return this form to the member listed on page 1.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Did this member receive credit in your plan for service performed in a public education position? (If the answer is "NO," explain the type of service performed.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Enter dates of service (mm/yyyy). Start with the most recent time in your system. From: _____ To: _____ Years of service credit: _____ From: _____ To: _____ Years of service credit: _____ From: _____ To: _____ Years of service credit: _____		
4. Did this member forfeit the right to all benefits under former retirement system? Date of refund: _____ Amount of service credit canceled by refund: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. If this member does not return to teaching in your system, will he or she be eligible to receive a benefit from your system? If the answer is "YES," please explain in the space below. CalSTRS does not allow members to purchase service credit if the member is entitled to retirement benefits under the previous employer's retirement plan.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. If the individual is still a member of your retirement system, how many years of service does the member have credited in your system and what is the total contributions and interest on account at this time? Service credit: _____ years Contributions and interest \$ _____		

Section 5: Signature of Retirement System Representative

I verify that the information provided in section 4 of this document was taken from the official records of this system.

NAME OF RETIREMENT SYSTEM (INCLUDE STATE) _____ () TELEPHONE NUMBER _____

NAME OF RETIREMENT SYSTEM REPRESENTATIVE _____

 SIGNATURE OF RETIREMENT SYSTEM REPRESENTATIVE _____ DATE (MM/DD/YYYY) _____

If unable to complete section 4, fill out section 5 and return pages 1 and 2 to member listed on page 1.

Comments:

**Out-of-State or Foreign School
Service Credit Certification** continued

Attention former employer: CalSTRS needs either the number of days or the number of hours worked by the former employee for the period in which they were employed. **Specify if the time worked is in days or hours separately.** This information is required to calculate the amount of service credit your former employee will be able to purchase with CalSTRS. If your records are incomplete, provide as much information as possible. Do not include any documents unless they clearly indicate days/hours worked and the time period covered. If you do not have any record of the former employee or his or her records are no longer available, complete section 7 and return the entire form to the member listed on page 1.

MEMBER'S NAME (LAST, FIRST, INITIAL)

CLIENT ID OR SOCIAL SECURITY NUMBER

Section 6: Employment and Salary Information (To be completed by former employer)

This school is Public Partially public funded Private

Position Held	Employment History From – To (mm/yyyy)	Number of Hours/Days Worked	Hours/Days Required for Full-Time Equivalent
		<input type="checkbox"/> H <input type="checkbox"/> D	<input type="checkbox"/> H <input type="checkbox"/> D
		<input type="checkbox"/> H <input type="checkbox"/> D	<input type="checkbox"/> H <input type="checkbox"/> D
		<input type="checkbox"/> H <input type="checkbox"/> D	<input type="checkbox"/> H <input type="checkbox"/> D
		<input type="checkbox"/> H <input type="checkbox"/> D	<input type="checkbox"/> H <input type="checkbox"/> D

tear off here

Section 7: Former Employer's Address and Signature of Authorized Representative

I verify that the information provided in section 6 of this document was taken from official records.

NAME OF EMPLOYER _____ () TELEPHONE NUMBER _____

EMPLOYER ADDRESS _____

NAME OF EMPLOYER REPRESENTATIVE _____ E-MAIL _____

 _____ DATE (MM/DD/YYYY) _____

If unable to complete section 6, fill out section 7 and return the entire form to the member listed on page 1.

Comments:

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Verification for California Public University Service Credit

SC 1732 (rev. 7/10)

CALSTRS

California State Teachers' Retirement System
P.O.Box 15275, MS 88
Sacramento, CA 95851-0275
800-228-5453
CalSTRS.com

Read these instructions before completing form. Type or print clearly in black ink.

If you were employed by the University of California or California State University in a teaching position, complete section 1 and forward this form to your former university employer and/or retirement system to complete sections 2 and 3 on the reverse to verify your employment. Once you receive the completed forms from your former employer or retirement system, return them to CalSTRS. This form cannot be used for community college service.

If you are not currently making contributions to CalSTRS (no earnings have been reported to CalSTRS by an employer for the current school year), additional interest will be added to the cost of the bill.

Note: You are *not* eligible to purchase university service credit if you:

- Were not in a teaching position.
- Performed service in a university extension or university foundation.
- Worked as a consultant or private contractor.
- Are a current or former member of CalPERS.
- Have not refunded your contributions from your former or current retirement system.

Submitting this request does not obligate you to complete the purchase.

Section 1: Member Information (To be completed by member)

NAME (LAST, FIRST, INITIAL) (INCLUDING ANY PREVIOUS NAMES USED) CLIENT ID OR SOCIAL SECURITY NUMBER

ADDRESS (STREET) DATE OF BIRTH (MM/DD/YYYY)

CITY STATE ZIP CODE

() ()

WORK TELEPHONE ALTERNATE TELEPHONE NUMBER E-MAIL ADDRESS

I would like to purchase _____ years of service credit. (If you do not specify the number of years, CalSTRS will process the request for all available years of service.)

I plan to retire within the next 12 months _____ (date, if known)

I understand that my signature does not create any obligation on my part to purchase this service credit.



MEMBER'S SIGNATURE DATE (MM/DD/YYYY)

tear off here



SC1732

MEMBER'S NAME (LAST, FIRST, INITIAL)

CLIENT ID OR SOCIAL SECURITY NUMBER

Section 2: California Public University Information (To be completed by university or university retirement system)

Name of university campus _____

Answer the questions below regarding the above-named individual's work activity as an employee or member of your system. Payroll records will not be accepted in place of this form.

1. Was this individual ever a member of your retirement system or did this individual contribute to a public retirement system while employed? If No, skip to question 5. If Yes, provide complete name of retirement system: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Did the individual take a refund of contributions in your retirement system? If No, skip to question 5.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. If the individual took a refund of contributions and interest in the retirement system, is the individual eligible to redeposit those contributions and interest?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Date of refund: _____ Years member performed service (mm/yyyy) _____ to _____ Amount of service credit canceled by refund _____		
5. Check if service was: <input type="checkbox"/> In a teaching position <input type="checkbox"/> Not in a teaching position <input type="checkbox"/> Performed at a foundation <input type="checkbox"/> Performed in a extension facility <input type="checkbox"/> Performed as a consultant or private contractor		

Section 3: Employment History

Job Title	Employment History From - To (mm/yyyy)	Number of Units Worked	Number of Units Required for Full-Time Equivalent

Section 4: Signature of University Representative (To be completed by university or university retirement system)

I certify that the information provided was taken from the employment or retirement system records.

NAME OF FORMER EMPLOYER OR RETIREMENT SYSTEM _____ () TELEPHONE NUMBER _____

NAME OF EMPLOYER OR RETIREMENT SYSTEM REPRESENTATIVE (PLEASE PRINT) _____ TITLE _____

 SIGNATURE OF EMPLOYER OR RETIREMENT SYSTEM REPRESENTATIVE _____ DATE (MM/DD/YYYY) _____

Hand Delivery—Hand deliver your application to a local CalSTRS benefits counseling office. For a current listing, go to CalSTRS.com/localoffices.

Mailing Address—Mail your application to:

CalSTRS
P.O. Box 15275, MS 88
Sacramento, CA 95851-0275

Overnight Delivery—If you are using a special mailing service such as UPS or FedEx, send your application to:

CalSTRS
Member Services
100 Waterfront Place
West Sacramento, CA 95605

Fax Delivery—916-414-4395

Keep a copy of your completed application for your records.

Purchase of Nonqualified Service Credit

SC 1972 (rev. 10/11)

CALSTRS

California State Teachers' Retirement System
P.O. Box 15275, MS 88
Sacramento, CA 95851-0275
800-228-5453
CalSTRS.com

To purchase nonqualified service credit, also known as air time, you must be vested with five years of service credit in CalSTRS. This service credit is not associated with specific employment and cannot be used to qualify for the career factor or one-year final compensation benefit enhancements.

California Education Code section 22826 states in part that a CalSTRS member who elects to receive credit for nonqualified service must contribute to the retirement fund the actuarial cost of the service, including interest as appropriate, as determined by the Teachers' Retirement Board and based on the most recent valuation of the plan with respect to the Defined Benefit Program.

For CalSTRS to accurately determine the costs for this purchase, we need to verify if you are currently performing or have previously performed service in another California public retirement system. CalSTRS may use the salaries for service performed under the other retirement system to calculate the costs for this service credit or a future retirement benefit.

If you **have not** performed any service covered by another California public retirement system other than CalSTRS, complete only section 1, sign and date this form at the bottom, and return page 1 to CalSTRS.

If you **have** performed service covered by another California public retirement system other than CalSTRS, complete section 1 and forward the entire form to that retirement system to complete and return to CalSTRS.

The other public retirement systems in California are the:

- Legislators' Retirement System
- Public Employees' Retirement System
- San Francisco City and County Employees' Retirement System
- University of California Retirement System
- Systems established under the County Employees' Retirement Law of 1937

Section 1: Member Information (To be completed by member)

NAME (LAST, FIRST, INITIAL) (INCLUDING ANY PREVIOUS NAMES USED)		CLIENT ID OR SOCIAL SECURITY NUMBER
ADDRESS (STREET)		DATE OF BIRTH (MM/DD/YYYY)
CITY ()	STATE ()	ZIP CODE
WORK TELEPHONE	ALTERNATE TELEPHONE NUMBER	E-MAIL ADDRESS

- I have NOT performed any service covered by another California public retirement system other than CalSTRS.
- I wish to purchase _____ years of nonqualified service credit.

You must be vested with five years of service credit and will only receive bills up to a total of five years of service (that is, you may receive multiple billings, but the total service credit cannot exceed five years).

- I plan to retire within the next 12 months _____ (date, if known).

Signature

I understand this is not a contract and that my signature does not obligate me to purchase this service credit.



MEMBER'S SIGNATURE

SIGNATURE DATE (MM/DD/YYYY)



SC1972

MEMBER'S NAME (LAST, FIRST, INITIAL)

CLIENT ID OR SOCIAL SECURITY NUMBER

Sections 2, 3, and 4 to be completed by Retirement System

Section 2: California Retirement System Employment Information

Name of California public retirement system: _____

Answer the questions below regarding the above-named individual's work activity as an employee or a member of your system. Complete section 3 of this form as requested.

- 1. Was this individual ever an employee or a member of your retirement system while employed? Yes No
- 2. Did this individual receive a refund of the contributions in your retirement system? Yes No
- 3. If this individual received a refund of contributions and interest in your retirement system, is this individual eligible to redeposit the contributions and interest in your system? Yes No

Section 3: Employment and Salary Information

Complete this information as specified. CalSTRS will use this information as required.

Employment Period From – To (mm/yyyy)	Pay Rate (specify hourly, daily or monthly)	Salary Earned on Each Pay Rate	Service Credit Time Base (if applicable)

Additional Information If Needed:

Section 4: Signature

I certify that the information provided in sections 2 and 3 was taken from the employment or retirement system records.

NAME OF FORMER EMPLOYER OR RETIREMENT SYSTEM

()

TELEPHONE NUMBER

NAME OF EMPLOYER OR RETIREMENT SYSTEM REPRESENTATIVE (PLEASE PRINT)

TITLE



SIGNATURE OF EMPLOYER OR RETIREMENT SYSTEM REPRESENTATIVE

DATE (MM/DD/YYYY)

Verification for Employer-Approved Leaves

SC1553 (rev. 7/10)

CALSTRS

California State Teachers' Retirement System
P.O. Box 15275, MS 88
Sacramento, CA 95851-0275
800-228-5453
CalSTRS.com

Read these instructions before completing this form. Type or print clearly in black ink.

This form serves as verification for CalSTRS members who were on an approved leave of absence for one of the following types of leave: maternity/paternity, leaves taken under the Family and Medical Leave Act, sabbatical and Federal Mutual Educational and Cultural Exchange Program (Fulbright). This form is only for these types of leaves.

CalSTRS members: There are two ways to submit this form to CalSTRS: Your employer can complete the entire form and transmit it directly to CalSTRS as instructed below, or you can complete section 1, have your employer complete sections 2 and 3, then mail or submit the form to CalSTRS. In addition to this form, you must complete and submit the *Redeposit or Purchase of Permissive Service Credit* form to CalSTRS before your request can be processed.

Employers: Complete sections 1, 2 and 3, then transmit this form to CalSTRS via the Secure Employer Website. No further documents are required. CalSTRS will contact you if there are any questions with the information provided. Members must still complete and send the *Redeposit or Purchase of Permissive Service Credit* form to CalSTRS.

Section 1: Employee Information

NAME (LAST, FIRST, INITIAL) (INCLUDING ANY PREVIOUS NAMES USED)		SOCIAL SECURITY NUMBER
ADDRESS (STREET)		
CITY ()	STATE	ZIP CODE
WORK TELEPHONE	DATE OF BIRTH (MM/DD/YY)	


Section 2: Leave Type and Dates (Use mm/dd/yyyy format for dates.)

Maternity/Paternity per California Education Code section 22803(a)(9) From: _____ To: _____ From: _____ To: _____	Family and Medical Leave Act and California Family Rights Act per California Education Code section 22803(a)(10) From: _____ To: _____ From: _____ To: _____
Sabbatical per California Education Code section 22803(a)(7) From: _____ To: _____ From: _____ To: _____	Federal Mutual Educational and Cultural Exchange per California Education Code section 22803(a)(8) From: _____ To: _____ From: _____ To: _____

Use additional forms if more than two leaves per type are being verified.

Section 3: Signature of Employer Representative

I certify that the information provided in section 2 of this document was taken from the official records of this employer and that this employee met all the requirements for this leave.

NAME OF FORMER EMPLOYER	() TELEPHONE NUMBER
NAME OF EMPLOYER REPRESENTATIVE (PLEASE PRINT)	TITLE
 SIGNATURE OF EMPLOYER REPRESENTATIVE	DATE (MM/DD/YYYY)



SC1553

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CalSTRS Resources



WEB

CalSTRS.com
Click *Contact Us* to e-mail
403bCompare.com
Pension2.com
CalSTRSBenefits.U.s



CALL

800-228-5453
7 a.m. to 6 p.m.
Monday through Friday
888-394-2060
CalSTRS Pension2®
Personal Wealth Plan
855-844-2468 (toll free)
Pension Abuse Reporting Hotline



WRITE

CalSTRS
P. O. Box 15275
Sacramento, CA
95851-0275



VISIT

Member Services
100 Waterfront Place
West Sacramento, CA 95605



FAX

916-414-4395