



**INSTRUCTIONS FOR CLAIMING CREDIT FOR SERVICE RENDERED  
BEFORE YOUR CURRENT DATE OF MEMBERSHIP (PRIOR SERVICE)**

**1. PRIOR SERVICE CLAIM**

List by location name and year on the front of this form all prior service you wish to claim.

**THIS FORM MUST BE SIGNED AND RETURNED TO THE SYSTEM BEFORE YOUR DATE OF RETIREMENT OR BEFORE THE DATE YOUR MEMBERSHIP CEASES.** Additionally, you must be credited with a minimum of two years of membership credit before you may purchase (if applicable) and be credited with any prior service for which you are eligible.

**2. MEMBERSHIP TIERS**

<u>Tier</u>	<u>Dates Last Joined</u>	<u>Tier</u>	<u>Dates Last Joined</u>
1	Before 7/1/1973		
2	7/1/1973 - 7/26/1976	4	9/1/1983 - 12/31/2009
3	7/27/1976 - 8/31/1983	5	On or after 1/1/2010

**3. ALLOWABLE PRIOR SERVICE**

**NYS and NYC Public and Teaching Service:** Members of **ALL** tiers may receive credit for NYS public and teaching service (full-time, part-time, or substitute work), including NYC, if such service was credited or would have been creditable in any NYS or NYC public retirement system at the time the service was rendered.

**Out-of-State Teaching Service:**

**Tier 1** Members may receive credit for up to ten years of teaching in out-of-state public schools or state-supported colleges.

**Tier 2** Members may receive credit for out-of-state public teaching service only if this service was credited to a former Tier 1 membership in TRS.

**Tiers 3, 4 and 5** Members cannot receive credit for out-of-state teaching service.

**4. COST**

**Tiers 1 and 2** There is no cost to have prior service credited.

**Tier 3** The cost is 3% of the salary received during the period of the service. Interest of 5% per year is charged only on service rendered under a former Tier 3 membership.

**Tier 4** The cost is 3% of the salary received during the period of service plus 5% interest per year on all service.

**Tier 5** The cost is 3.5% of the salary received during the period of service plus 5% interest per year on all service.

- ◆ **Service for private or parochial schools, for the federal government or in armed forces dependent schools is not creditable in our System under any tier.**
- ◆ **Service credit can affect your eligibility for, and the calculation of, your benefits. It may also affect the point at which Tier 4 members are eligible to cease making mandatory member contributions. If you are unsure about your prior service eligibility, you should file a claim for service not already credited to your membership.**
- ◆ **In addition to filing this form with NYSTRS, you must send the applicable verification form to your former employer to complete and return to NYSTRS. The various verification forms (e.g., for NYS teaching; or other NYS public employment) are available on our Web site at [www.nystrs.org/main/forms/prior-service.htm](http://www.nystrs.org/main/forms/prior-service.htm), or may be ordered through our Hotline at (800) 782-0289.**