

OFFICE SERVICES ONLY



**NEW YORK STATE TEACHERS' RETIREMENT SYSTEM**  
**10 Corporate Woods Drive, Albany, NY 12211-2395**

**PRIOR SERVICE CLAIM**

- This form can also be submitted electronically by accessing your MyNYSTRS account and going to the Service Credit tab.
- Please review the instructions on the reverse before completing this form.
- Only one claim form needs to be submitted for all types of service.

EmplID #

--	--	--	--	--	--	--	--

Social Security #

--	--	--	--	--	--	--	--	--	--

<b>NAME</b>	<i>(First)</i>	<i>(Middle)</i>	<i>(Last)</i>	<b>FORMER NAME(S)</b>
<b>ADDRESS</b>	<i>(Street)</i>	<i>(City)</i>	<i>(State)</i>	<i>(Zip Code)</i>
Is this address your PERMANENT address to be used by the System? <input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>PHONE NUMBER:</b> (        )				

I wish to claim credit in the New York State Teachers' Retirement System for the service listed below and any other service which I am eligible to claim. I have rendered such service **prior to my current membership date** and desire to have it credited when I have fulfilled the statutory requirements.

NAME OF EMPLOYER	STATE	JOB TITLE	DATES OF SERVICE

**Please note:** It is necessary to submit a completed *Verification* form unless the service indicated above was previously credited to a former membership at NYSTRS or New York State & Local Retirement System. The appropriate verification form(s) (PRS-3 through PRS-3.5) can be found on our website ([NYSTRS.org](http://NYSTRS.org)).

1. Were you credited with the above service in another public retirement system?     YES     NO
2. Are you presently a member of another public retirement system?     YES     NO
3. If a member, or former member, please state name of system and registration/ID number:  
 \_\_\_\_\_

I hereby certify that I am not now receiving a benefit and will not be entitled to receive a benefit at any future time from another public retirement system, in this State, in any other state or from the Federal Government on account of any of the above service.

\_\_\_\_\_  
**Signature of Claimant**

\_\_\_\_\_  
**Date**

**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 THE DATE YOUR MEMBERSHIP CEASES.** You may fax this completed form to (518) 431-8793. Please note, 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	4	9/1/1983 - 12/31/2009
2	7/1/1973 - 7/26/1976	5	1/1/2010 - 3/31/12
3	7/27/1976 - 8/31/1983	6	On or after 4/1/12

**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 – 6** Members cannot receive credit for out-of-state teaching service.

**4. COST** Full payment MUST be received prior to the termination of your membership.

**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 annum compounded annually 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 annum compounded annually on all service.

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

**Tier 6** The cost is 6% of the salary received during the period of service plus 5% interest per annum compounded annually 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. 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 website at [www.nystrs.org/main/forms/prior-service.htm](http://www.nystrs.org/main/forms/prior-service.htm).**