

## **REQUEST FOR MULTIPLE SERVICE** **(STATE EMPLOYEES ONLY)**

If you ever worked in a public school system in Pennsylvania or for another public-education employer such as an in-state intermediate unit or community college, The Pennsylvania State University or a member school of the State System of Higher Education, you may have been a member of the Public School Employees' Retirement System (PSERS). This includes teachers, administrators and other support staff who worked in a Pennsylvania school district.

You may retain or reinstate your former membership in PSERS when you join the State Employees' Retirement System. In addition, if you were not a member of PSERS but worked for a public school in Pennsylvania, you may be eligible to purchase that service with PSERS. If you do, the money you have in your account with PSERS will earn interest while you are a member of SERS. Your credited service in PSERS also will be kept intact.

Combining your SERS and PSERS credits toward one retirement benefit is known as "multiple service". Multiple service election is a voluntary decision on your part. If you want to elect multiple service credit, you **must** make your election within time frames detailed in the Retirement Code. Further, you must make any payments necessary to obtain multiple service status within 90 days from the date of the billing to receive multiple service credit.

If you are granted multiple service credit, you may not receive more than one year of service credit in any calendar year.

Further, if you are granted multiple service credit, you cannot continue to work in a job covered by either SERS or PSERS while you are collecting a monthly annuity.

Individuals who join the State Employees' Retirement System have 365 days from the date of notification by SERS to elect multiple service.

If you wish to request to purchase prior school service, complete and return the ***Request for Multiple Service (SERS-400)*** following this information.

Upon receipt of your request, the Membership Services Division will forward your request to PSERS. They will evaluate your request. If the service you are requesting is eligible, they will send you a notice advising that they will establish a debt to be reduced from your present value at the time of payment of a benefit. You will not be required to remit a lump sum payment. If you would choose not to purchase your prior school service at the time of notice, you will be precluded from doing so in the future unless you have a break in membership and qualify later.

**If you were receiving an annuity from PSERS based on prior school service, different rules apply and you should consult with your Retirement Counselor prior to making a multiple service election.**

If you file a request for multiple service beyond the timeframes established above, you will receive a letter denying your request and providing you the opportunity to appeal the decision. Information concerning the appeal process can be found on page 23 of the ***Member Handbook***.



COMMONWEALTH OF PENNSYLVANIA  
**STATE EMPLOYEES' RETIREMENT SYSTEM**  
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 TOLLFREE: 1-800-633-5461  
 www.sers.state.pa.us



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STATE EMPLOYEES ONLY

<b>SS#</b>
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<b>Name: First</b>	<b>Middle</b>	<b>Last</b>	<b>Suffix</b>

Dear Membership Services Division:

I am currently an **active contributing** member of the State Employees' Retirement System and I would like to request multiple service. I understand that multiple service is the crediting of State service with prior Pennsylvania public school service for receipt of a combined benefit at the time of retirement. Service rendered as a school teacher, bus driver, administrator or office staff may qualify.

I understand that if I am eligible to elect multiple service and I am currently an annuitant with the Public School Employees' Retirement System, my pension will be stopped immediately.

I have listed below the school(s) where I was formerly employed along with the dates of employment.

Name of School	From	To

I have indicated below whether I was a contributing member of the Public School Employees' Retirement System for the above service.

- I did contribute
- I did not contribute

I understand that if I am not eligible to elect multiple service, I will be notified by the system.

<b>Member Signature:</b>	<b>Date:</b>

