

PURCHASE OF SERVICE

Who Qualifies to Purchase State and Nonstate Service?

Only active contributing members of the State Employees' Retirement System or multiple service members (persons who have credited service with the Public School Employees' Retirement System) are permitted to purchase service.

What Types of Service Can I Purchase?

State Service

- Prior State Service for which you previously withdrew your contributions
- Prior State Service for which you did not make any contributions

Nonstate Service

- Intervening Military Service
- Nonintervening Military Service
- Out-of-State, Non-Student Educational Service
- Community College Service prior to July 1, 1971
- Merchant Marine Service
- Cadet Nurse Corps Service
- Justice of the Peace Service prior to 1970

A detailed explanation of the above types of service can be found in the [Provisions for the Purchase of Service \(SERS-155\) pamphlet](#), the [SERS Member Handbook](#) and under [Purchasing Service](#) on this Web site.

What is State Service?

State Service is service rendered as a "State employee" as provided for in Section 5102 of the State Employees' Retirement Code. State employees are persons who hold a State office or position under the Commonwealth or who are employed by the State Government of the Commonwealth in any capacity whatsoever, **except as an independent contractor or someone compensated on a fee basis or paid directly by an entity other than a SERS employer**. Also included are members of the General Assembly, any officer or employee of the Department of Education, State-owned educational institutions (Temple University and the University of Pittsburgh are not State owned), Community Colleges, The Pennsylvania State University, Pennsylvania Turnpike Commission, Delaware River Port Authority, Port Authority Transit Corporation, Philadelphia Regional Port Authority and other agencies specifically outlined under Section 5102 of the State Employees' Retirement Code.

What is Creditable Nonstate Service?

Detailed information concerning the various types of creditable Nonstate Service can be found by referring to Section 5304 of the State Employees' Retirement Code.

When Can I purchase State or Nonstate Service?

At the time you become a member of the System, you will receive a [New Member Package](#) that will provide you with a form to make your request.

You can purchase prior State Service at any time you are an active contributing member or an active multiple service member.

You may request to purchase Nonstate Service at the time you have the necessary State Service. For example, to purchase five years of Nonstate Service, you must have at least five years of credited State Service. To receive an estimate of the purchase price of Nonintervening Military Service, you must have at least three years of State Service following your military service.

How Much Will it Cost?

If you wish to purchase your service, please print out the [Request for Purchase of Service \(SERS-131\) form](#). You should complete the form, sign it, and mail it to the Membership Services Division at the address on the form. **Be sure to attach any required documents and information supporting your Request for Purchase of Service (SERS-131).**

What if I Have Questions?

If you wish to discuss your purchase of service with a Retirement Counselor, please call 1-800-633-5461. Your counselor will be able to advise you whether the type of service you wish to purchase is purchasable and counsel you on how such a purchase would impact your retirement benefit with this System.

Invoice of Amount Due

Upon receipt of your completed [Request for Purchase of Service \(SERS 131\) form](#) and any necessary documents, the Membership Services Division will determine if the service that you listed is purchasable. **If you are retiring in the near future, please provide this information when submitting your request.** If it is determined that the service you listed is purchasable, then the Membership Services Division will prepare an *Invoice of Amount Due*.

An *Invoice of Amount Due* will not be prepared until the State Employees' Retirement System is in receipt of all information necessary to process your [Request for Purchase of Service \(SERS-131\) form](#). In the majority of cases, members can expect to receive the *Invoice of Amount Due* within 1-2 months from receipt.

If you do not respond to the *Invoice of Amount Due* within 30 days of a request for payroll deductions, a lump sum payment or request to cancel the purchase, you will be deemed to have agreed to purchase the service listed on the *Invoice of Amount Due* through an actuarial reduction of your account Present Value. You will not be permitted to cancel the purchase of service after the actuarial reduction has been applied to your Present Value, you have made a lump sum payment or you have agreed to payroll deductions.

If you are deemed ineligible to make the requested purchase, or the service is not purchasable, you will receive a denial letter, in which case you will have appeal rights. Information concerning your appeal rights can be found on page 10 of the [SERS Member Handbook, under Appeals and Hearings](#).



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STATE EMPLOYEES' RETIREMENT SYSTEM

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◆ **SERVICE PURCHASE REQUEST** ◆

SS#

(Return this form to your Counseling Center at the address listed above.)

Member Name:	Daytime Telephone #	Dept / Agency where employed:
		County where worksite is located:
Address to Mail estimate:		Former Names, if applicable:

Please indicate the type(s) of service for which you wish to receive a service purchase cost statement and return this form to the address listed above.

- Previous State service rendered for which you withdrew your contributions.
- Previous State service for which no contributions were made to SERS. In order to qualify, an employee/employer relationship must have existed. **Service rendered while a student does not qualify.**

Name of Employer	Start Date	End Date

- Intervening/non-intervening **active** military service rendered with the U.S. Armed Forces. You must have an **Honorable Discharge**. You must have at least three (3) years of credited service with SERS to purchase this service. **Attach a copy of your active military discharge (DD214 or NGB23).**
- Out-of-State, non-student educational service. **Attach completed Request for Out-of-State Service Credit.**
- Community College service before July 1, 1971.

Name of Community College	Start Date	End Date

- Cadet Nurse Corps Service - Attach Form 300A
- Justice of the Peace service before 1970

Member Signature:	Date:
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