

REQUIRED Member Number: E or G	Last 4 Digits of SSN	Employee Identification Number

GENERAL INFORMATION

Service you may not be eligible to buy back, but not limited to:

- 1 Private company, non-profit organization, the federal government, any government agency outside of New York State
- 2 A contractor/consultant for New York City or State
- 3 Service as a member of TIAA-CREF
- 4 Work/service funded by New York State/City, such as a Research foundation

Eligibility:

Member must have an active BERS account to be eligible to apply for buy back. No prior service can be credited until you have 2 years of credited service with BERS. You may choose to pay for prior service beforehand, in which case the prior service that you have paid for will be credited once you have completed 2 years of credited service with BERS.

Applying for Buy Back:

You may request your previous employer to provide all earnings and service information in advance of applying for buy back. BERS does not have access to following payrolls (not limited to):

- HHC, SCA, MTA, CUNY, Charter Schools, New York State payrolls.
- Mayoral Agencies prior 1993
- NYC DOE Per diem/session services prior 2002
- NYC DOE part time/full time service prior 1993.

Proof of earnings and service accepted

- Employment letter from the previous employer, with full employment history and salary breakdown in calendar year
- Payroll earnings report, and employment history/roster card provided by your employer
- Detailed Social Security earnings report that includes the employer and Employment history/roster card provided by your employer
- NYCDOE service only- Employment records breakdown from the NYCDOE Office of Employment Record Research Department



PRIOR SERVICE

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BERS | Board of Education
Retirement System

MAILING ADDRESS | 65 COURT STREET, 16TH FL.
BROOKLYN, NEW YORK 11201-4965

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You may submit this form via fax to (718) 935-4124 or (718) 935-3830.

Prefix

Mr Mrs Ms Miss Other _____

Name M.I. Last Name

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Home/Legal Address Apt. No.

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City State Zip Code

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Primary Telephone Number Secondary Telephone Number

	Is this a Cell # <input type="checkbox"/> Yes <input type="checkbox"/> No		Is this a Cell # <input type="checkbox"/> Yes <input type="checkbox"/> No
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REQUIRED - Primary Email Address Secondary Email Address

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Current Employer/Agency Current Job Title

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SUMMARY OF PREVIOUS SERVICE

From To Salary

MM / DD / YYY	MM / DD / YYYY	
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Previous Agency Previous Title

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OFFICIAL DATE OF RECEIPT


BERS USE ONLY <input type="checkbox"/> Recalculation <input type="checkbox"/> Remaining Lump Sum
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PRIOR SERVICE



QR3103

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Board of Education Retirement System
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APPLICATION FOR THE PURCHASE OF PREVIOUS SERVICE

I, the undersigned applicant for previous Service Credit request a calculation of the payment amount necessary for me to purchase credit for service previously rendered by me as indicated below. I understand that BERS must receive this payment by the designated date on the BERS letter to me stating the cost and amount of service purchasable. I acknowledge that failure to provide BERS with payment election by the designated deadline would render my request for previous service purchase void. However, I may reapply by filing another Prior Service Application at any time before my effective date of retirement.

I understand that any person who presents false or fraudulent information in an application with intent to defraud BERS is guilty of a crime and may be subject to fines and confinement in prison.

DO NOT SIGN OR DATE UNLESS IN FRONT OF A NOTARY

Signature _____ **Date** _____
REQUIRED

State of _____ County of _____

On this _____ day of _____ in the year 20 _____

personally appeared before me the said _____

to me known to be the individual described in and who executed the foregoing document, and he (she) duly acknowledged to me that he (she) executed the same, and the statements contained therein are true.

Signature of Notary Public or Commissioner of Deeds

Affix official seal in the box below

PLEASE LIST ADDITIONAL PREVIOUS SERVICE BELOW

From	To	Previous Agency/Title	Salary
MM / DD / YYY	MM / DD / YYYY		
MM / DD / YYY	MM / DD / YYYY		
MM / DD / YYY	MM / DD / YYYY		

