

5 N 5th Street
Harrisburg PA 17101-1905
Toll-free: 1.888.773.7748
www.psers.pa.gov
Fax: 717.772.3860
PSRS-1305 (07/2019)

Guidelines For Completing Your Purchase of Intervening or Activated Military Service



If you receive or will be eligible to receive a military pension from the United States Government or any other private or public pension fund based solely on your active military service, you may not purchase retirement credit for intervening or activated military service with the Pennsylvania Public School Employees' Retirement System (PSERS). Credit may only be purchased if a copy of your DD-214 papers indicate that your discharge was other than undesirable, bad conduct, or dishonorable.

What is Intervening Military Service?

Intervening military service is defined as leave granted by your employer and approved by the school board (approval must appear in the board minutes) for active military service in the United States Armed Forces to meet a **draft** obligation (excluding any voluntary extension). To be eligible, you must have been a school employee immediately preceding your induction into service and return to active school employment within 90 days of the expiration of your discharge date.

What is Activated Military Service?

Activated military service is defined as military service by a member of a reserve component of the armed forces, pursuant to an order on or after July 1, 1990, to enter into active military service, other than an order to enter into active duty to meet periodic training requirements, who was an active member of the system immediately preceding the order into active military service and to whom the military leave provisions of 51 Pa. C.S. Ch. 73 (relating to military leave of absence) do not apply. To be eligible, you must return to active school employment after your military leave ends and you must apply to purchase this service within 90 days after your return to Pennsylvania public school service.

Who May Apply?

- Active contributing members of the Public School Employees' Retirement System (PSERS) **or**
- Multiple service members who are active members of the State Employees' Retirement System (SERS).

How Do I Apply?

Have the employer who granted your military leave of absence complete a *Purchase of Intervening or Activated Military Service* form. A copy of your military discharge and service record (DD-214) that indicates your date of entry and discharge for all periods of active military service must be attached.

It is important that you provide the employer with these instructions for accurate completion.

How is the Cost Calculated?

For Intervening: The cost reflects the contributions you would have paid for the period of military leave plus statutory interest. This interest is compounded annually from the date you return to active school employment to the date your application is received at PSERS.

For Activated: The cost reflects the contributions you would have paid for the period of military leave.

Who is Responsible for Payment?

You are responsible for the member's share only. The employer who granted your military leave of absence is responsible for the employer's share.

What if I Need Assistance?

Call our toll-free number, 1-888-773-7748 (1-888-PSERS4U), Harrisburg local callers (787-8540), between the hours of 7:30 a.m. and 5:00 p.m. to speak with a service representative.

Where Should My Completed Application Be Sent?

✉ **Send To:** PSERS
5 N 5th Street
Harrisburg, PA 17101-1905

What Will PSERS Do If I Am Eligible?

A *Statement of Amount Due* will be sent providing you with the cost and payment options available.

A Member Information

Information in this section was provided to PSERS through your employer. Contact your current employer directly if any information appears incorrect.

If you are currently an active member of SERS, contact PSERS immediately if any information appears incorrect.

B Member Certification

Your signature and the date you signed this form are required. By signing this form, you are requesting the cost to purchase service credit for intervening or activated military service. You are also certifying that you are ineligible now and in the future to receive an annuity from the United States Government or any other private or public pension fund based solely on your active military service.

C Employment Information

Your employer who granted your military leave of absence must complete this section. **Be sure to provide the employer with these instructions for accurate completion.**

Each school year (July 1 - June 30) must be listed separately.

Employer Number. Enter your four-digit number assigned to you by PSERS.

Employer Name. Enter your employer name.

School Year. Enter the school year for each period of leave requested.

Service Rendered. Enter the service rendered (per school year) for each period of service requested (e.g., *100 days, 900 hours, 3 months*).

Expected Units. Define the school year by entering the numbers of days, hours, or months on which the employee's service was based for each period of service requested (e.g., *180 days, 1100 hours, 10 months*).

Salary. Enter the salary the employee would have earned during each period of leave requested.

Months Applied For. Enter the name of the month(s) for each period of leave requested.

D Employer Certification

The signature of the employer who granted your military leave of absence and the date this form was signed are required. By signing this form, the employer is certifying that all information provided in Section C, "Employment Information," is correct.

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Purchase of Intervening or Activated Military Service



Please check the box that corresponds to the type of service your are purchasing:

Intervening Military Service

Activated Military Service

A Member Information

Member Name	
Social Security Number	
Gender	
Date of Birth	

Former Last Name (only if used in this System)	
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Member Address Change

Check here if new address

Apt# or Suite

Mailing Address

City

State & Zip Code

Daytime Phone

Evening Phone

Email Address
(Optional)

B Member Certification

Any restrictions that apply to this purchase will be noted on your *Statement of Amount Due*. Please read your statement carefully.

I request the cost to purchase service credit for intervening or activated military service. I understand I am under no obligation to purchase this service. I certify that I am ineligible now and in the future to receive an annuity from the United States Government and any other private or public pension fund for my intervening or activated military service. Attached is a copy of my military discharge and service record (DD-214).

Member Signature	Date Signed
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C Employment Information

Your employer who granted your military leave of absence must complete this section. It is important that you provide the employer with the attached instructions for accurate completion. **Each school year (July 1 - June 30) must be listed separately.**

Employer Number	
Employer Name	

	School Year	Service Rendered	Expected Units	Salary	Months Applied For
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

D Employer Certification

I certify the military leave of absence was granted for intervening or activated military service and that the approval can be found documented in the school board minutes. I further certify that the information provided under Section C, "Employment Information," is accurate.

Authorized Signature of Employer	Employer Telephone Number	
Print Name and Title	Date Signed	Date Received by Employer