



Purchase of Prior Service Credit Certification

Section 1 – Prior Member of Highway Patrol Retirement System (HPRS)

Last Name _____ First Name _____ Middle Initial _____
 Street Address _____
 City _____ State _____ Zip Code _____
 XXX-XX-SSN _____ DOB _____ Home Phone _____
 Email Address _____ Cell Phone _____

Cost to Purchase Prior Service Credit

I wish to be advised of the cost to purchase prior service credit from the following system(s) - (choose one):

OPERS SERS STRS OP&F CINCINNATI

<u>Date(s) of Membership</u>	<u>Position</u>	<u>Agency</u>
_____ to _____	_____	_____
_____ to _____	_____	_____

- I certify that all prior service credit was earned while classified as a full-time employee.
- I understand only OP&F and Cadet training, if hired prior to 1992, can be used in meeting the twenty-five (25) minimum years of service necessary for retirement.

Signature _____ Date _____

MEMBER - PLEASE COMPLETE THE BACK FOR PAYROLL DEDUCTION COST

Section 2 – To be Completed by the Elected Retirement System

HPRS Hire Date: _____

Name of Retirement System: _____

<u>Date(s) of Membership</u>	<u>Employer Name & Address</u>	<u>Refund Amt.</u>	<u>Refund Date</u>
_____ to _____	_____	_____	_____
_____ to _____	_____	_____	_____

Remarks: _____

Certified by: _____

Title: _____ Date: _____

NOTE: To complete computations, including gathering of data from other agencies and/or previous employers, it is necessary to allow 30-90 days for a response.

Section 3 - Payroll Deduction Cost

Projected month/year to begin deduction: _____

OR

Projected amount deducted per pay (min. deduction \$50.00) _____

OR

Projected month/year for completion of purchase _____

NOTE: *It is important to understand the payroll deduction process and that there are guidelines that must be followed:*

1. *Payroll deduction process takes approximately 2 months to become effective.*
2. *Only one type of service can be purchased at one time.*
3. *The minimum payroll deduction is \$50 per pay, however the minimum payment also depends on the amount of service and the maximum years you may take to complete the purchase before retirement (see #4).*
4. *You can take up to 5 years to purchase each year of service.*
5. *Payroll deduction must start the first pay period of the month.*