

RECORD OF PRIOR SERVICE
(FOR TIERS III, IV, AND VI MEMBERS)



TEACHERS' RETIREMENT SYSTEM
OF THE CITY OF NEW YORK (TRS)
55 Water Street, New York, NY 10041
www.trsnyc.org • 1 (888) 8-NYC-TRS

PART A: Please complete the following information.

First Name	MI	Last Name	Social Security Number (last 4 digits only)
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/>
Permanent Home Address	Apt. No.		TRS Membership Number
<input type="text"/>	<input type="text"/>		<input type="text"/>
City	State	Zip Code	Primary Phone Number (Check one: <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
			Alternate Phone Number (Check one: <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile)
			<input type="text"/>

Please keep your personal information with TRS up to date. We will update our records based on the information you provide above, so do not enter a temporary address-

If you are providing new information above, please indicate the effective date: (MM/DD/YYYY)

- **Submit this form to inform TRS of service you rendered for a public employer within New York State before joining TRS. TRS will research your service claim and contact you about purchasing credit for eligible service.**
- **Do not enter service rendered for the New York City Department of Education (DOE); TRS has your DOE service records.**
- **If you are transferring your membership to TRS or applying for a membership/tier reinstatement, do not file this form until that process is complete.**
- **Please read the full instructions on pages 3 and 4 before completing this form.**

PART B: RECORD OF PRIOR SERVICE*

1. DATES OF SERVICE (MM/DD/YYYY):	FROM <input type="text"/>	TO <input type="text"/>
TITLE/POSITION:	<input type="text"/>	FULL-TIME <input type="checkbox"/> OR PART-TIME <input type="checkbox"/>
EMPLOYER INFORMATION	NAME OF EMPLOYER (if not in list at left)	
<input type="text" value="Employer Code and Name"/> ▼	<input type="text"/>	

2. DATES OF SERVICE (MM/DD/YYYY):	FROM <input type="text"/>	TO <input type="text"/>
TITLE/POSITION:	<input type="text"/>	FULL-TIME <input type="checkbox"/> OR PART-TIME <input type="checkbox"/>
EMPLOYER INFORMATION	NAME OF EMPLOYER (if not in list at left)	
<input type="text" value="Employer Code and Name"/> ▼	<input type="text"/>	

**List each title/position separately, even if you rendered the service for the same employer.*

PART B: RECORD OF PRIOR SERVICE*

3. **DATES OF SERVICE** (MM/DD/YYYY): FROM TO
TITLE/POSITION: **FULL-TIME** OR **PART-TIME**
EMPLOYER INFORMATION **NAME OF EMPLOYER** (if not in list at left)
 ▼

4. **DATES OF SERVICE** (MM/DD/YYYY): FROM TO
TITLE/POSITION: **FULL-TIME** OR **PART-TIME**
EMPLOYER INFORMATION **NAME OF EMPLOYER** (if not in list at left)
 ▼

5. **DATES OF SERVICE** (MM/DD/YYYY): FROM TO
TITLE/POSITION: **FULL-TIME** OR **PART-TIME**
EMPLOYER INFORMATION **NAME OF EMPLOYER** (if not in list at left)
 ▼

**List each title/position separately, even if you rendered the service for the same employer.*

PART C: AFFIRMATION OF UNDERSTANDING. Please read the following statement, then enter your name and date below.

I certify that I have read the instructions on this form. I hereby request credit for the period(s) of prior service listed in Part B. I understand that TRS will research my service claim, and will send me a Cost Letter reflecting the amount of prior service verified by the employer(s), which may be different from what I indicate on this form. I also understand that, if I do not respond to the Cost Letter, automatic payroll deductions may begin. I affirm that, to the best of my knowledge, all information I have provided above is true and correct.

MEMBER'S NAME _____ DATE _____
(MM/DD/YYYY)

Note: Before submitting this form, please double-check all of the information you entered. Most versions of Adobe Reader will not allow you to save this form to your computer; you may lose all data if you close the form without submitting it.



INSTRUCTIONS

PLEASE READ CAREFULLY

- **Submit this form if you are a Tier III, IV, or VI member and you rendered service for a public employer within New York State before joining TRS. This service may be creditable in TRS, so TRS will research your service claim and will send you a Cost Letter reflecting the amount of service credit available for purchase. After purchase, this credit would be considered “prior service credit.” (Prior service is any creditable service you rendered with a New York City and/or New York State public employer before joining TRS that was not transferred to TRS.)**
- Before completing this form, please note the following:
 - **If you rendered service for the New York City Department of Education (DOE) before joining TRS:** Do NOT enter it on this form, since TRS already has your DOE service records and will contact you separately about prior service credit you have available for purchase.
 - **If you have membership in another New York City or New York State retirement system and are transferring membership to TRS:** Do NOT file this form until the transfer is complete. Since your transfer may result in an earlier membership date or different tier, the cost to purchase service credit may be different. To initiate a membership transfer, contact your other retirement system.
 - **If you are a former member of TRS or any other New York City or New York State public retirement system:** It may be to your advantage to apply for reinstatement to your previous membership and/or tier (if you have not already transferred your membership to TRS). For more information, see the “**Membership/Tier Reinstatement Request Form**” (code SD42); if you want to apply for reinstatement, file that form instead. Once your reinstatement is completed, you may file this “Record of Prior Service.”
 - **If you performed military service:** For more information, see the “**Military Service Credit Request Form**” (code SD68); if you want to apply for this service credit, file that form instead.

AFTER FILING THIS FORM

- Upon receipt of this form, TRS will contact your former employer(s) to verify your prior service.
- Upon verification of your prior service, TRS will send you a Cost Letter and purchase election form indicating the cost to purchase this service credit and the payment options available to you. We will include in the Cost Letter the amount of prior service the employer(s) verifies, which may be different from what you indicate on this form.
- **You are not required to purchase any of your prior service credit. However, if you take no action after receiving your Cost Letter, automatic payroll deductions may begin.** Your Cost Letter will explain this and your other options.
- Prior service will be credited after you have completed at least two years of membership service and upon payment to TRS. After your prior service is credited, it will be reflected in a Total Service Letter and your Annual Benefits Statement (ABS).

BENEFITS OF PURCHASING PRIOR SERVICE CREDIT SOONER

- Service credit is a factor in retirement allowance calculations, so purchasing prior service credit may increase your prospective service retirement allowance.
- If you are not vested, purchasing service credit may enable you to more quickly attain vested rights and qualify for retirement benefits.
- If you are a Tier III or IV member, purchasing service credit may enable you to more quickly attain the years of credited service needed to stop or reduce the pension contributions you are making.
- Since the cost to purchase service credit includes interest charges that accrue over time, purchasing your prior service credit today will cost less than doing so in the future.

GENERAL PROVISIONS

- Any request to purchase prior service credit must be made before your effective retirement date, after which you will lose the right to request service credit.
- For more information about service credit, please refer to our service credit brochures. For your convenience, TRS forms and publications are available on our website. If you require additional assistance, please contact our Member Services Center at 1 (888) 8-NYC-TRS.

In Part A: Complete the information requested.

In Part B: Complete the “Record of Prior Service” as explained below. List each title/position separately, even if you rendered the service for the same employer. If you want to provide more than five positions, please submit another “Record of Prior Service.”

DATES OF SERVICE: Provide the start and end dates of your service.

TITLE/POSITION: Enter your title/position (*e.g.*, appointed teacher, appointed pedagogue, paraprofessional—teacher’s aide, substitute teacher, CUNY instructional staff, CUNY adjunct). Click the applicable box to indicate whether your service was full-time or part-time.

EMPLOYER INFORMATION: Select the three-digit code and name of your former employer from the pull-down list of 25 public employer codes most frequently used by our members. If your former employer is not included in the list, select code “999—Other public employer within New York State”; then, enter the employer name in the box to the right.

In Part C: Read the Affirmation of Understanding and enter your name and date.

Print this form for your records before submitting.