



SERVICE CREDIT PURCHASE REQUEST FORM

Name: _____

Employee ID #: _____ Social Security #: _____

Home Address: _____

Home Phone: _____ Work Phone: _____

Signature: _____ Date: _____

Please indicate below the type of prior service for which you would like a cost estimate. Return this completed form to VCERA along with all required documentation applicable to your selection. Completion time for service credit purchase requests is 4-8 weeks.

PREVIOUS VCERA MEMBERSHIP: A period of prior VCERA membership, separation from service and withdrawal of your retirement contributions.

Year that you refunded your retirement contributions: _____

Your legal name at time of withdrawal (if different from above): _____

PRE-MEMBERSHIP: If you were hired between June 30, 1979 and July 10, 1999, there may have been a membership delay of up to 6 weeks. No other documentation is needed from you. Pre-membership is not purchasable if it corresponds to a "previous membership" period (see above) in which your retirement funds were withdrawn but have not been redeposited yet.

EXTRA-HELP OR PART-TIME SERVICE PRIOR TO 1992: _____
Date(s)

- 1989-1991: No documentation required.
- 1980-1988: Provide paycheck stubs or documentation of hours worked and salaries earned. (You can request copies from the Ventura County Auditor-Controller's Office.)
- Prior to 1980: The Ventura County Auditor-Controller's Office does not have pay records prior to 1980, so you must provide other records that sufficiently document your service.

MEDICAL LEAVE: _____
Date(s)

- You may be required to provide a physician's statement or other proof that you were unable to work due to a medical condition for the period of time you are requesting to purchase. For maternity leave, if your only documentation is the child's birth certificate, a maximum of 240 hours may be purchased for your first pay period short of hours and the following three pay periods. Family leave may not be purchased.

PUBLIC SERVICE: Includes U.S. government and active military; California state, county and city governments; other state agencies, including schools; public or municipal corporations or districts situated within Ventura County; local agency formation commissions; and agencies in the District of Columbia.

- If prior active military, attach copies of all applicable DD-214 documents.
- For each purchase request, provide certification from the agency of (a) the dates and amounts of your service and (b) that you are not eligible to receive a benefit from that system for your prior service.