



Please Note: Completion time for Buyback requests is 10 to 12 weeks.

SERVICE CREDIT PURCHASE REQUEST

Please return completed form to VCERA - Brown Mail #3800

Name _____ SS# _____

Home Address _____ Employee ID# _____

Phone: Work _____ Home _____

Signature _____ Date _____

TYPE OF SERVICE AND DOCUMENTATION/INFORMATION NEEDED

PREVIOUS VCERA MEMBERSHIP

Year funds were withdrawn from retirement: _____

Name at time funds were withdrawn (if different from above) _____

PRE-MEMBERSHIP

If you entered membership with a three pay period delay, no additional documentation is needed. Pre-membership cannot be purchased if the corresponding previous membership funds were withdrawn and have not been redeposited.

EXTRA HELP OR PART TIME SERVICE PRIOR TO 1/1/92

Date(s) _____

1989-1991: No documentation needed.

1980-1988: Provide paycheck stubs or documentation of hours worked/salaries earned. You can request copies from the Auditor's office.

Earlier than 1980: The Auditor's office does not have records prior to 1980. This time may only be purchased if you have other records that sufficiently document this service.

MEDICAL LEAVE Leave Date(s): _____

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 the only documentation you have is the child's birth certificate, a maximum of 240 hours may be purchased for the first pay period short of hours and the three following pay periods. Family Leave may not be purchased.

PUBLIC SERVICE

[Federal (including military); California state, city, county government, or other state agency or department (including schools); any public or municipal corporation or district situated within Ventura County; local agency formation commissions; and the District of Columbia.]

- If military, attach copies of all applicable DD214 documents.
- For each service credit purchase request, you must provide certification from the agency of: (a) The dates and amount of service, and (b) The fact that you are not eligible to receive a benefit from that system.