



# APPLICATION TO PURCHASE SERVICE CREDIT

For security reasons, do not submit application by email.

**Important** – This form is the first step for active KPERs and KP&F members who are applying to purchase service credit. KPERs will notify you of the cost based on your age and current salary (or current final average salary, if higher), and you can decide whether to purchase the service. See instructions and review the list of service types on page 2 before completing this form.

For service not listed on page 2, such as out-of-state teaching, non-federal public service, Peace Corps and VISTA service, please complete an Application to Purchase Service Credit – Non-KPERs (KPERs-67PS) form. For service with the Retirement System for Judges, please complete an Application to Purchase Service Credit - Judges (KPERs-67J).

**Contact Us – toll free:** 1-888-275-5737 • **phone:** 785-296-6166 • **fax:** 785-296-6638  
**email:** kpers@kpers.org • **web site:** kpers.org • **mail:** 611 S. Kansas Ave., Suite 100, Topeka, KS 66603

## Part A – Member Information

- 1. Social Security Number: \_\_\_\_\_
- 2. Name (First, MI, Last): \_\_\_\_\_
- 3. Mailing Address: \_\_\_\_\_
- 4. Telephone Number: \_\_\_\_\_
- City, State, Zip: \_\_\_\_\_
- 5. E-mail Address: \_\_\_\_\_
- 6. Date of Birth: \_\_\_\_\_
- 7. \*Type of Purchase: \_\_\_\_\_
- 8. Number of Years to Be Purchased: \_\_\_\_\_
- 9. Method of Purchase: (choose either lump sum or payroll deduction)

*\*See instructions for service types and additional requirements*

### Lump Sum

- Personal Check or Money Order
- Rollover
- Trustee-to-Trustee Transfer
- Discover Card

### Payroll Deduction

- Qtr. per Qtr. (one additional quarter each quarter)
- 2 Qtrs. per Qtr. (two additional quarters each quarter)

"I understand that service credit, once purchased, cannot be revoked as long as I remain a member of the Kansas Public Employees Retirement System (KPERs). If I select a purchase by *payroll deduction*, the selection cannot be revoked and only one application can be submitted at a time. If I select a purchase by *lump sum*, the selection is void if payment is not made within 45 days of notification of the purchase cost. However, I may reapply at a later date and the cost will be based on my age and current salary (or current final average salary, if higher) at time of application. I understand my service purchase payment must be received by KPERs on or before my last day on my employer's payroll."

Member Signature: \_\_\_\_\_ Month/Day/Year: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Part B – Employer Information – This section must be completed by the employer's designated agent.

- 1. Is the employee an active, contributing member? (see instructions for eligibility)  
 Yes     No; Last Date on Payroll: \_\_\_\_\_
  - 2. Annual Compensation: \$ \_\_\_\_\_  
(total compensation earned during the last 12 months or the current rate of compensation, whichever is greater)
  - 3. Employer: \_\_\_\_\_
  - 4. Employer Number: \_\_\_\_\_
- Designated Agent Signature: \_\_\_\_\_ Month/Day/Year: \_\_\_\_/\_\_\_\_/\_\_\_\_

# INSTRUCTIONS FOR SERVICE CREDIT PURCHASE APPLICATION

## ■ Part A – Member Information

1-6. Enter the requested personal information.

7. Indicate the type of service credit you are purchasing by listing one of these categories. Some types of service (\*) require additional verification forms. Contact KPERS for more information.

Year of Service	Forfeited Brd. of Regents Service** (TIAA or equivalents - KS Service)	Military Service*** (DD214 discharge papers)
Partial Year of Service*		Elected Official Service* (KPERS-10 form)
Forfeited KPERS Service	Forfeited KSRS	Brd. of Regents Plan, Membership Waiting Period (TIAA or equivalents - KS Service)
Forfeited KP&F Service	KSRS transferred to KPERS	Forfeited Judges Service
Buy-Up 0.75%****	Arrearage Service	

\*\* KPERS requires a letter of verification from Kansas Board of Regents verifying that service has been withdrawn.

\*\*\* Military service: You may purchase year for year of active service, or one quarter for each year of reserve service. Military service is limited to six years. Discharge papers (DD214) required as proof of service.

\*\*\*\* Buy-Up 0.75 percent: If you purchased out-of-state teaching service, out-of-state public service or Peace Corps service *before July 1, 1998*, at the rate of 1%, a one-time buy-up to a rate of 1.75% is available. (Not applicable for KPERS 3)

8. Indicate the number of years of service that you would like to purchase. If purchasing forfeited service, all available service must be purchased together.

9. Mark the corresponding boxes to indicate the payment method for your service purchase. You may combine more than one lump-sum payment, but you cannot combine a lump sum and a payroll deduction. Certain types of service can only be purchased by a lump-sum payment. Please see your designated agent or contact the Retirement System.

**Important:** For all payment types, the Retirement System must receive your complete payment **on or before** your last day on your employer's payroll.

**Lump Sum:** KPERS will mail a lump-sum *Cost Letter* to you, and a copy to your designated agent. KPERS must receive a lump-sum payment within 45 days of the *Cost Letter* date or the application to purchase service credit becomes void.

**Personal Check or Money Order:** Please send your payment along with your *Cost Letter*.

**Rollover:** KPERS can accept money from an eligible retirement plan or individual retirement account (IRA), provided the money consists of pre-tax contributions and is an eligible rollover distribution. KPERS will include a Service Credit Purchase via Rollover form (KPERS-67R) with your *Cost Letter*.

**Trustee-to-Trustee Transfers:** KPERS can accept money from a 457(b) governmental plan and a 403(b) plan to purchase permissive service credit. KPERS will include a Service Credit Purchase with a Trustee-to-Trustee Transfer form (KPERS-67T) with your *Cost Letter*.

**Discover Card:** Discover Card payments can be made at the KPERS office, or contact our office for other options. Credit card payments will include an additional surcharge.

**Payroll Deduction:** KPERS will send a payroll deduction form to you through your employer. This form explains the payroll deduction process. You and your designated agent must sign and return the form within 21 days to complete the purchase agreement. Payroll deductions are in addition to your regular contributions. If you end employment during a payroll deduction purchase, you may purchase the remaining quarters with a lump-sum payment **on or before** your last day on payroll.

10. Read and understand the statement. Sign and date the form.

■ **Part B – Employer Information** – This section must be completed by the employer’s designated agent.

1. Verify that the member is an active, contributing member of the Retirement System. If the member is not active, the member is not eligible to purchase service. If he or she is not active, the service purchase is not available. Members who end employment during a payroll deduction purchase may apply to purchase the remaining service by lump sum and submit the lump-sum payment on or before their last day on payroll.
2. Complete for any service purchase request. Annual compensation means the total compensation **earned** in the 12-month period immediately before the current month **or** the current annual rate of compensation, whichever is greater. Include all compensation subject to KPERS contributions. The service purchase cost will be based on the *higher* of the member’s current annual compensation or current final average salary. KPERS will calculate the member’s final average salary.
- 3-4. Enter employer name and four-digit identification number. State agencies, enter the agency number preceded by the capital letter “S.” KPERS will accept only the designated agent’s signature or an authorized representative whose signature is on file.