Prior Service Credit

Prior service is New York State public service completed before your current date of membership in this System. If you have at least two years of service credit in your current NYSTRS membership, you may be eligible to receive credit for prior service that was credited or would have been creditable in any NYS or NYC public retirement system at the time the service was rendered. In order to receive credit for prior service, you must apply for the service and pay the appropriate cost based on your tier.

Applying: To apply for prior service credit, you must complete a *Prior Service Claim* form (PRS-2, attached) and submit it to NYSTRS for processing. You may submit this form in any of the following ways: online through your MyNYSTRS account, by U.S. mail to NYSTRS at 10 Corporate Woods Drive, Albany, NY 12211, or by fax to (518) 431-8793. If you have a smartphone, you may use a fax app to fax/scan the completed claim form to us.

You must also complete Part 1 of the applicable *Prior Service Verification* form (see list below) and send it to your former employer(s), who must complete Part 2 and return the form to NYSTRS.

- PRS-3 for public school employment in NYS and NYC *colleges*.
- PRS-3.2 for NYC teaching (with the exception of NYC college service), including regular and per diem substituting.
- PRS-3.5 for other NYS or NYC government employment.

COST: The cost to purchase prior service is determined by the wages you were paid at the time of your service and your membership tier. Prior service credit will only be credited to your account after any required payment has been received.

- Tier 1 and 2 - There is no charge to obtain prior service.
- Tier 3 - 3% of salary received during the period of the service. Interest of 5% per year is charged only on service rendered under a former Tier 3 membership.
- Tier 4 - 3% of salary received during the period of service plus 5% interest, compounded annually.
- Tier 5 - 3.5% of salary received during the period of service plus 5% interest, compounded annually.
- Tier 6 - 6% of salary received during the period of service plus 5% interest, compounded annually.

Purchasing prior service will not enable you to change your membership date or tier. That possibility may exist, however, if you are eligible to reinstate or transfer another membership. The cost of obtaining credit for prior service may be less if you elect and complete your reinstatement or transfer before purchasing prior service credit.

Processing: It takes approximately 2 – 4 months from the receipt of all necessary documentation to fully process a claim. Claims are processed in the order they are received, but priority will be given to those who are retiring. Please contact us if you meet these criteria.

NYSTRS forms can be obtained on the "Forms" page of our website at: NYSTRS.org/Forms, or by calling our 24-hour automated Hotline at (800) 782-0289.

Our brochure *You Deserve the Credit* has additional information and is available in the Library section of our website at NYSTRS.org.