



Luzerne County Employees' Retirement System Form 3: Request to Purchase Prior Service

TO BE COMPLETED BY EMPLOYEE		
Member Name	Member SS#	Date of Birth
Address	Date of Hire	<input type="checkbox"/> Male <input type="checkbox"/> Female
City, State, Zip	Home Phone	Work Phone
Current Payroll Clerk Name	Current Department Name and No.	Current Payroll Dept. Phone

Request to Purchase service for:

Per Diem
 Leave of Absence
 CETA
 Military
 Other _____
(Prior to 1991)

Employer/Department	Title of Position	SERVICE	
		From (MM/DD/YYYY)	To (MM/DD/YYYY)

Information provided will be subject to verification and approval at the Luzerne County Retirement Board meeting (held on the 1st and 3rd Wednesday of every month) prior to acceptance of payment.

IMPORTANT INFORMATION: You must be an active, participating employee with Luzerne County in order to purchase previous service credit. A copy of the W-2 Wage & Tax Statements for the year(s) of purchase must accompany your request. Per Diem purchases must be substantiated with the per diem rate per day.

Note: Purchase of Military Service must include a copy of your DD214 and W-2 Wage & Tax Statements for the first 3 years of service with the Luzerne County. In addition, you may not receive credit for military service if you are receiving, or are eligible to receive, now or in the future, retirement benefits for the same service under a retirement system of any other governmental agency.

Processing will take approximately 30 days from receipt of this completed form, by the plan's administrative agent, to calculate your service purchase request.

I hereby certify the above information is accurate to the best of my knowledge.

Member Name

Date

Completed form should be sent to: EBDS, Outsource Administration – LC, One Gateway Center, 12 th Floor, 420 Fort Duquesne Blvd., Pittsburgh, PA 15222
