



CT TEACHERS' RETIREMENT BOARD
 165 ASYLUM AVENUE HARTFORD, CT 06106-1673
"An Affirmative Action/Equal Opportunity Employer"
 Toll-Free 1-800-504-1102 (959) 867-6333 Fax (860) 525-6018 www.ct.gov/trb

REQUEST TO PURCHASE SERVICE CREDIT

INSTRUCTIONS:

FOR ACTIVE TEACHERS, USE THIS FORM IF YOU MEET THE FOLLOWING:

- You previously received a bill from our office that you did not pay at the time of the due date; attach a copy of the bill.
- You submitted the appropriate documentation prior to **October 2004**, and received a confirmation letter from our office notifying you of the amount of credit you would be eligible to purchase at the time of retirement.

DO NOT USE THIS FORM IF:

- You intend to retire within the current school year; make your request to purchase additional credit on the Retirement Application.
- You have not appropriately documented your purchasable credit. On the website click Active Teacher Summary of Benefits and select [Purchasable Service Credit](#) for the appropriate forms and guidelines.

Member's Name	Social Security # or TRB #	
	SS#	TRB #
Address	Email Address	Telephone
City, State Zip	Current Employer	

- You will receive a notice from us to verify receipt of your request. Please allow 15 business days.
- Please be sure to visit the Teachers' Retirement System website at www.ct.gov/trb for updates on the processing timeframe for additional service credit requests.
- The [Additional Service Credit Cost Estimator](#) is also available on the website for your use.

	TYPE OF SERVICE	YEARS/MONTHS OF CREDIT TO BE PURCHASED
PURCHASING CT SERVICE	• Wartime Military Service	
	• Previous Leave of Absence	
	• Substitute Teaching	
	• Part-time Service (less than 50%)	
	• Part-time Lecturer	
PURCHASING NON-CT SERVICE	• Peacetime Military Service	
	• Military Dependents School	
	• Outside State Teaching in a Public School	
	• State of CT - Non Teaching	
	• Elected Official	
	• Federal Teacher Corps	
	• Peace Corps	
	• Social Work Assistant in a Public School	
	• VISTA	
	• American School for the Deaf Teaching	
	• CT Institute for the Blind Teaching Service	
• Newington Children's Hospital Teaching		
PURCHASING MEMBERSHIP CREDIT - CT	• CT Service Withdrawn/Refunded	
	• Hourly Paid Certified Teaching Service	
	• Adult Ed – High School Credit Diploma	
	• State of CT - Teaching	
	• Part-time Lecturer – if employed with town	
	Signature of Member	Date