

APPLICATION FOR PURCHASE OF RETIREMENT SERVICE CREDIT

CO-800 05/2023

STATE OF CONNECTICUT
OFFICE OF THE STATE COMPTROLLER
RETIREMENT SERVICES DIVISION

MEMBER INSTRUCTIONS:

- Each new member of the State Employees Retirement System must complete this application (CO-800) upon being hired by the State of CT.
- For purchase opportunities not addressed when hired, this application (CO-800) must be received by the Retirement Services Division prior to the member's effective retirement date.
- Submit all forms and documents to the following address: 165 Capitol Avenue, Hartford, CT 06106

PART I - APPLICATION INFORMATION	APPLICANT'S LAST NAME		FIRST NAME		M.I.	EMPLOYEE NO.		DATE OF BIRTH						
	ADDRESS (Street No., Name, City, State, Zip Code)							TIER						
	AGENCY NAME		DEPT ID		APPLICANT'S JOB TITLE			JOB CODE						
	PHONE NUMBER (Home or Cell)			PERSONAL EMAIL ADDRESS										
	TYPE OF PURCHASE None - No Purchasable Service Applies Prior Military Service: Deadline - Must Apply for Purchase Within One Year of Initial Hire Date Restoration of Prior SERS Service Previously Refunded - Not Eligible if a Permanent Break Has Occurred Prior Connecticut Municipal Service Prior Service - Attributable to Another State Military Leave Without Pay or With Partial Pay Medical, Personal Illness, or Qualifying Family/Parental Leave Without Pay Pursuant to the SERS Plan Provisions													
PART II - PERIODS REQUESTED FOR PURCHASE	PURCHASE REQUESTED (List the periods of time in chronological order).				DATE RANGE FROM TO		Please check FT or PT and provide % if Part-Time							
							<table border="1"> <tr> <td>FT</td> <td>PT</td> <td></td> <td></td> <td></td> </tr> </table>				FT	PT		
FT	PT													
PART III - AUTHORIZATION	COST STATEMENT													
	The cost for purchasing Qualifying Retirement Service Credit is contingent on the following: Date(s) of Service, Date of Application and the Member's Plan/Tier Contribution requirement. Please review the Summary Plan Description (SPD) located on the Office of the State Comptroller website.													
	MEMBER STATEMENT													
	I certify that I have not received and am not entitled to receive any retirement allowance/pension from another source or the Federal Government for the same years of service I am requesting, with the exception of a combination of Active Duty Service and Reserve time. I further promise to diligently notify the Retirement Services Division if I become entitled to such a benefit in the future. Military Service Acknowledgment: I understand that prior military service must be applied for within one year of commencement of state service. I have read the information contained on this form and to the best of my knowledge, do not have any qualifying service as described on page two for which I may receive retirement credit, or have determined to make future application for municipal service or out of state service. I understand that if any required documentation necessary to review this purchase request is not enclosed, this application will not be processed and it will be returned to the member. Any alterations to this application will cause the application to be rejected and will be returned to the member.													
MEMBER SIGNATURE							DATE							

RETIREMENT CREDIT MAY BE PURCHASED FOR THE CATEGORIES LISTED BELOW:

- **WAR SERVICE/NATIONAL EMERGENCY MILITARY SERVICE**

Members of SERS are eligible to purchase retirement credit for active duty in the Armed Forces rendered during a period of wartime or national emergency followed by a release under honorable conditions for the time periods categorized by applicable law. Please note:

Prior Military Service – Must Be Applied for Purchase Within One Year of Initial Hire Date.

REQUIRED DOCUMENTS: A copy of discharge papers (DD-214) that clearly reflect dates of active duty rendered to the Armed Forces, including the condition of release (character of service). In some situations, a photocopy of the military retirement credit point history record will be required (Form 22 is not a sufficient document for this purpose). Retirement credit shall not exceed ten years in total, nor be awarded if a pension will be or is being received from another source other than the Federal Government for the same period(s), with the exception of a combination of Active Duty Service and Reserve Time.

- **RETIREMENT CREDIT RESTORATION REQUEST**

To purchase previously withdrawn retirement credit, the employee must be a SERS member without a permanent break in service. A permanent break in service occurs if you have had a break in service, are not vested, and the period of your severance from service date to your reemployment commencement date equals or exceeds your vesting service prior to that severance, or five years, whichever is greater.

- **CONNECTICUT MUNICIPAL EMPLOYMENT**

Any prior period of municipal service while a member of the Connecticut Municipal Employees Retirement System (MERS).

REQUIRED DOCUMENTS: A form issued by the municipality that includes the name of municipality, percentage of employment and actual dates of service.

NOTE: You may only apply for municipal service credit for periods during which you were a member of the MERS. Service is not creditable until you have at least ten years of vesting service in SERS.

- **EMPLOYMENT WITH OTHER STATES**

Active full-time state employment with other states that offer similar credit provisions as the State Employees Retirement System (SERS).

REQUIRED DOCUMENTS: (a) Official statement indicating employment with other state(s) was full-time; (b) actual dates of service; (c) verification of ineligibility for retirement benefits.

NOTE: At the time of retirement, you can only be credited with one year of employment with other state(s) for each two years of Connecticut state service. Retirement credit for service with another state shall not exceed ten years in total.

- **MILITARY LEAVE WITHOUT PAY or PARTIAL PAY**

Military Leaves without pay or partial pay may be creditable for retirement from date of entry into active duty (or beginning of military leave without pay) to date of reinstatement in state service, provided the employee returns to state service within ninety days of an honorable release. Please note a legible copy of the honorable discharge document (DD-214) that clearly reflects the dates of active duty is required.

- **MEDICAL LEAVE WITHOUT PAY**

Leaves without pay for medical, personal illness, or qualifying family/parental leave. may only be creditable in monthly blocks or twenty-two (22) working day increments to a limit of not more than fifteen (15) months in any five year period. For family or parental leave, the purchase application must be accompanied by documentation approving that the leave was granted pursuant to CGS Section 5-248(a), C.G.S. §31-51kk, or applicable collective bargaining agreement.