



Board of Education  
Retirement System

MAILING ADDRESS | 55 WATER STREET, 50TH FLOOR  
NEW YORK, NY 10041

**REQUIRED**  
Member Number: G#      Last 4 Digits  
of SSN      Employee  
Identification Number

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## GENERAL INFORMATION

- 1 Article 20 of the Retirement and Social Security Law allows for the purchase of up to three years of retirement credit for certain military service upon application and proof of honorable service.
- 2 As of May 31, 2016, the law no longer requires that any portion of this military duty have been performed in a specific time or place. If you applied before May 31, 2016 to purchase credit for military service and your request was denied because your military service was rendered outside the times and places formerly specified in the statute, you may re-apply to purchase this military service.
- 3 Payment of the cost may be made in lump sum or by payroll deduction for a period not to exceed the time being credited.
- 4 Application may be made at any time prior to retirement. Service credit will be given only for the amount of military service paid for before the date of retirement.
- 5 In no event, shall the credit granted pursuant to this section, when added to the credit granted for military service with any retirement system of this state pursuant to this or any other provision of law, exceed a total of three years.

### Eligibility:

A member must have at least 5 years of credited service. The military service being purchased cannot count toward this total.

### How Military cost is calculated:

Members must pay an amount equal to 3% (for Tier 1, 2 or 4) or 6% (for Tier 6) of their compensation earned during the 12 months immediately preceding the filing of an application, multiplied by the number of years of military service being credited. (For example, a Tier 1, 2 or 4 member files an application to purchase credit for 2 years, 9 months of military service. Their earnings over the previous 12 months were \$25,000. Their cost would be  $\$25,000 \times .03 \times 2.75$  years, which equals \$2,062.50. If this same member were in Tier 6, the cost would be  $\$25,000 \times .06 \times 2.75$  years, which equals \$4,125.00.)

### Proof documentation needed for submission

- Proof of satisfactory military service, such as a DD 214 Form, Military Statement, etc; AND
- Proof of honorable discharge status on DD 214 form, etc.



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**This form can be submitted via our document upload link on [nycbers.org](https://nycbers.org).  
You may also submit this form via fax to (718) 935-4124 or (718) 935-3830.**

Prefix

<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other _____
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Name      M.I.      Last Name

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Home/Legal Address      Apt. No.

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City      State      Zip Code

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Primary Telephone Number      Secondary Telephone Number

<div>Is this a Cell # <input type="checkbox"/> Yes   <input type="checkbox"/> No</div>	<div>Is this a Cell # <input type="checkbox"/> Yes   <input type="checkbox"/> No</div>
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**REQUIRED** - Primary Email Address      Secondary Email Address

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Current Employer/Agency      Current Job Title

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OFFICIAL DATE OF RECEIPT

**BERS  
USE ONLY**

- ☐ Recalculation  
☐ Remaining  
Lump Sum

**MILITARY SERVICE**



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**APPLICATION FOR THE PURCHASE OF MILITARY SERVICE**

**BEFORE COMPLETING THIS FORM PLEASE READ THE INFORMATION BELOW**

I hereby apply under Article 20 of the Retirement and Social Security Law to obtain retirement credit for military service rendered during a period(s) of conflict. I have read the information on the reverse of this form and claim credit for the following period(s) of military service:

From	To
MM / DD / YYYY	MM / DD / YYYY

From	To
MM / DD / YYYY	MM / DD / YYYY

In support of my claim I have attached:

- ☐ DD Form 214
- ☐ Other proof of military service and honorable discharge

← Proof of satisfactory military service, such as a DD 214 Form, Military Statement, etc; AND  
Proof of honorable discharge status on DD 214 form, etc.

I understand that upon verification of this claim, BERS will calculate the cost at 3% (for Tier 1, 2 or 4) or 6% (for Tier 6) of my compensation earned during the 12 months immediately preceding the filing of this application multiplied by the number of years of military service eligible for credit. After I am notified of the amount of military service eligible for credit and the cost to me, I must reply within 30 days and pay the cost (a) by lump sum; (b) using funds from my TDA; (c) using funds from my 457 plan account; or (d) by payroll deduction over a period not to exceed the amount of time being credited.

I understand that any person who presents false or fraudulent information in an application with intent to defraud BERS is guilty of a crime and may be subject to fines and confinement in prison.

**DO NOT SIGN OR DATE UNLESS IN FRONT OF A NOTARY**

**Signature**

**REQUIRED** \_\_\_\_\_

**Date** \_\_\_\_\_

State of \_\_\_\_\_ County of \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_ in the year 20 \_\_\_\_\_

personally appeared before me the said \_\_\_\_\_

to me known to be the individual described in and who executed the

foregoing document, and he (she) duly acknowledged to me that he

(she) executed the same, and the statements contained therein are true.

\_\_\_\_\_  
*Signature of Notary Public or Commissioner of Deeds*

**Affix official seal in the box below**

