



## PURCHASING SERVICE CREDIT

### **Purchasing Eligible Service Credit (Optional):**

If you have *four or more years of eligible service credit with Utah Retirement Systems (URS)* you may be able to purchase:

- Refunded/forfeited Utah public service credit
  - Full-time public service (*while on a leave of absence*)
  - Exempt service
  - Utah service that does not meet eligibility requirements (*if you worked 20+ hours per week*)
  - Forfeited Utah charter school employment
  - Active full-time United States military service
  - Forfeited United States federal employment
  - Forfeited private school employment (*if based in the U.S.*)
  - Forfeited public employment in another state
- Contact URS at **801-366-7770** at least 6-12 months before your planned retirement.

All purchases must be completed before your URS retirement date. (*See the URS "Purchasing Service Credit Checklist" and brochure, available at [www.urs.org](http://www.urs.org) under the "Publications" tab.*)

### **Purchasing Future Service Credit (Optional):**

If you have *25 or more years of eligible URS service credit* you may purchase up to 5 years of future service to avoid an actuarial early age reduction to your monthly (pension) benefit.

*You must pay at least 5% of the total purchase cost and retire immediately after your purchase.*

*Note: Your Davis School District monetary Retirement Benefits may be used to cover up to 95% of the total purchase cost. (See Page 2)*

#### **90 Days Before Your URS Retirement Date:**

- Contact URS at **801-366-7770** for an "Application for Purchase of Future Service Credit".
  - Complete "Section A"
  - Submit "Application for Purchase..." form for Payroll to complete "Section B"
  - Submit the "Certification of Nondiscriminatory Participation Standards" form to Payroll

#### **60 Days Before Your URS Retirement Date:**

- If you are rolling over funds from an outside savings plan, check with them regarding their timeline requirements.

#### **15 Days Before Your URS Retirement Date:**

- Start the payment process. (*Purchase must be completed before your URS retirement date.*)
  - Roll over funds from URS Savings Plan
  - Roll over funds from outside agency
  - Lump-sum payment and/or employer participation

#### **1-2 Days Before URS Retirement Date:**

- Call URS to verify that your payment has been completed.

#### **Immediately after payment is complete:**

- Contact URS for your "**Retirement Application**" Packet.

*(See the URS "Purchasing Future Service Credit Checklist" and brochure, available at [www.urs.org](http://www.urs.org) under the "Publications" tab.)*



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If you have at least **25** but fewer than **30** years of URS service credit you may voluntarily authorize Davis School District to participate in your purchase of additional URS Future Service Credit by applying some or all of your eligible monetary District retirement benefits on a one-time lump sum basis as follows:

- Employees eligible for all **3** Early Retirement Stipends may elect to receive those stipends as a one-time lump sum contribution of **46%** of their earnings from their last 12 months of employment to go toward their purchase of URS future service credit.
- Employees eligible for **2** Early Retirement Stipends may elect to receive those stipends as a one-time lump sum contribution of **31%** of their earnings from their last 12 months of employment to go toward their purchase of URS future service credit.
- Employees eligible for **1** Early Retirement Stipend may elect to contribute that stipend (**16%** of their earnings from their last 12 months of employment) to go toward their purchase of URS future service credit.
- Employees eligible for a Sick Leave, Personal Leave, and/or Vacation payout may authorize the District to apply some or all of their leave payment(s) to go toward their purchase of URS future service credit.
- The District will not participate in the purchase of additional future service credit beyond 30 years of total service credit.
- The District cannot pay more than **95%** of the total future credit purchase cost.

If you have elected to have the District participate in the purchase of additional URS future service credit send the original URS “Exact Future Credit Purchase Cost” form to Holly Thurgood in Payroll.

- The District will determine the *estimated* total amount that will be available to contribute toward the purchase (maximum of 95%) from any applicable stipend(s) and leave payout(s), which will give you a better idea of how much you will need to rollover from your 401(k) or other sources to cover the remainder of the purchase (at least 5%).

Contact Leslie Rice (801-402-5176) in Payroll to schedule a date and time when you can pick up your check for URS. You should also make plans to deliver the check directly to URS the same day. The check must be issued and submitted to URS within the 15 calendar days prior to your URS retirement date. (Payments will not be accepted by URS after your URS retirement date.)

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