



RETIREMENT SERVICE CREDIT PAYMENT

RETIREMENT SERVICE CREDIT PAYMENT INSTRUCTIONS

The following are the procedures to be followed when you request that your assets in the New York State Deferred Compensation Plan be used to purchase retirement service credit in a public retirement system.

- Write to your retirement system requesting eligibility to purchase service credit (e.g., prior service credit or military service credit). Your retirement system will respond with a letter stating whether or not you are eligible to purchase retirement service credit. If qualified, the notification of eligibility will inform you of the cost to purchase the prior service credit and the date that the payment must be paid, which is generally 30 days after the date of the determination. Your Plan funds may be used to purchase optional service only.
- If you are currently purchasing retirement service credit through payroll deductions, write to your retirement system requesting the amount necessary to pay the remaining balance. Your retirement system will provide you with that amount and a due date, which is generally 30 days after the date of determination.
 - If you are currently making payroll deductions to purchase retirement service credit, it is your responsibility to notify your personnel agency to stop payroll deductions for this purpose. Any excess payments will be refunded to you by your retirement system.
- The Plan will transfer the amount you requested from your Plan account directly to your retirement system. You will be notified of the amount transferred and the date that that amount was paid to your retirement system.

PERSONAL DATA

Name (Please Print)

Account Number (Preferred)
OR Last 4 of SSN

Home Address

Date of Birth

City

State

Zip

Home Telephone Number

RETIREMENT SYSTEM INFORMATION

Name of Retirement System

Your Retirement System Registration #

Retirement System Address

City

State

Zip

PAYMENT METHOD

- Please complete and return the Retirement Service Credit Payment form with enough time to allow for at least **3-5 business days** for processing **and** an additional **7-10 business days** for regular mailing and processing of receiving entity
- **Include a copy of the notification/letter of eligibility from your retirement system with your Retirement Service Credit Payment application. Additionally, please include a receipt for mandatory payment (if one was made). Your retirement service credit payment will be delayed if we do not receive this information.**

Pursuant to the enclosed notification of eligibility from my retirement system and for the purpose of purchasing retirement service credit, I hereby authorized the transfer of:

\$ _____ to the _____ Retirement System to be received no later than
_____/_____/_____ (date).

AUTHORIZATION

I authorize the New York State Deferred Compensation Plan to transfer the funds noted above to the indicated retirement system for the purchase of prior service credit.

Deferrals made by participants who are not New York State residents may be subject to the income tax in the year deferred in their state of residence. Please read your state income tax instructions carefully.

Participant Signature

Date

Return to: New York State Deferred Compensation Plan
Administrative Services Agency
P.O. Box 182797
Columbus, OH 43218-2797

Overnight Address: New York State Deferred Compensation Plan
Administrative Service Agency, DSPF-F2
3400 Southpark Place, Suite A
Grove City, OH 43123-4856

OR

Fax to: 1-877-677-4329

*When Faxing paperwork, please allow two hours for your form to be received.
If your fax is sent after 3:00pm your paperwork will be filed on the next business day.*

