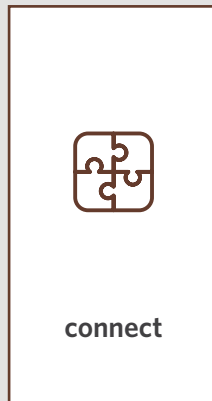


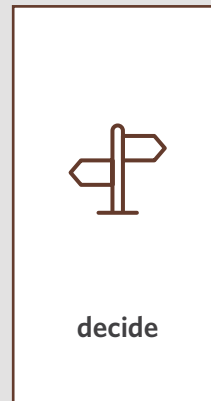
A Guide to Your CalPERS Military Service Credit Options



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Learn About Your Military Service Credit Options

This publication is designed to help CalPERS members who are veterans learn about the various types of military service credit options.

If you are a CalPERS member who served in the military prior to CalPERS membership, you may be able to purchase your active duty service with the United States armed forces as:

- State & Schools Military Service Credit
- Public Agency Military Service Credit

If you were granted a military leave of absence from your CalPERS-covered employment, you may be able to receive service credit for your leave of absence as:

- Military Leave of Absence - No Cost
- Military Leave of Absence - Member Cost

This publication will walk you through general information about purchasing service credit, such as your eligibility, cost and payment options, retirement impacts, and other factors.

As a CalPERS member, you are not limited to one type of military service credit for different periods of military service. For example, you may be eligible to purchase your prior military service as well as receive credit for your military leave of absence. Be sure to review all types of military service credit in this publication as applicable.

If you are a current member of the California National Guard who may or may not have elected optional National Guard membership with CalPERS, please refer to *National Guard Benefits* (PUB 11).

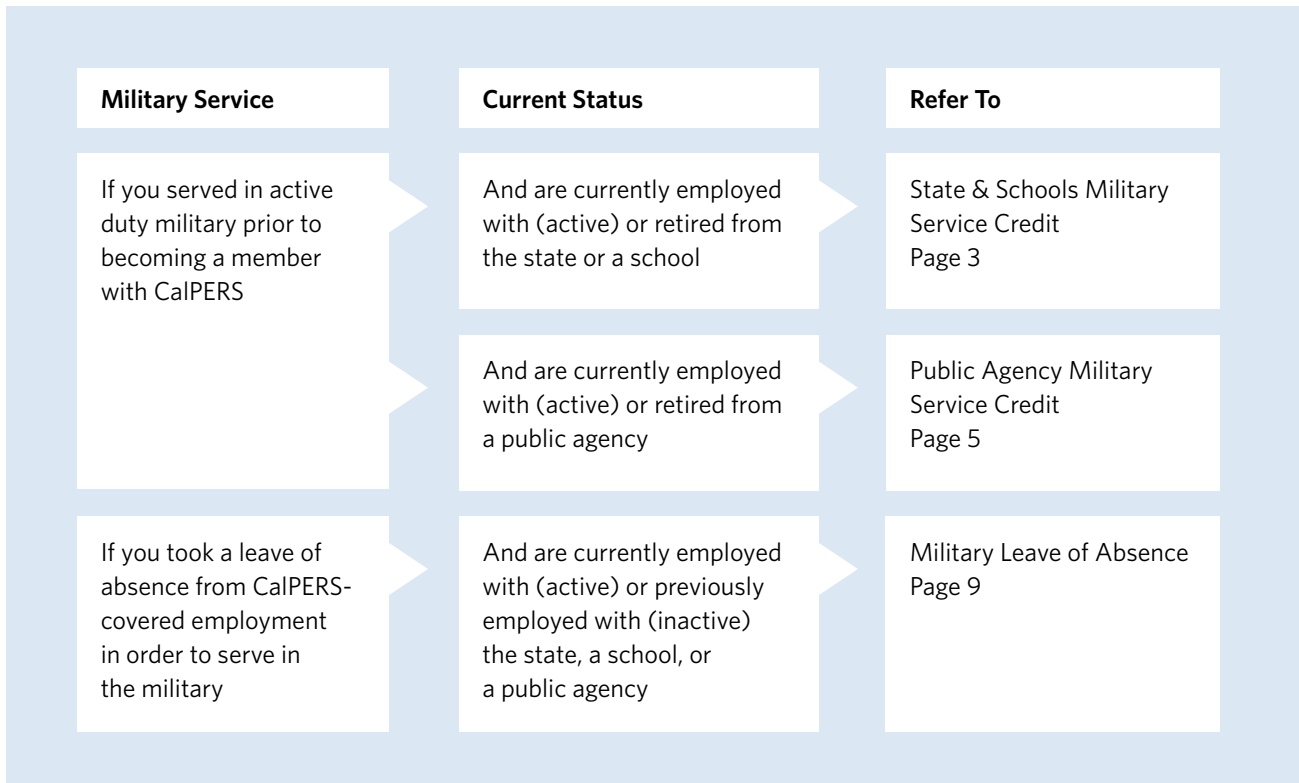
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Understanding Military Service Credit

Basic Eligibility

Use the diagram below to determine which type of military service credit may apply to you.



Active CalPERS Members

You are currently employed with a CalPERS-covered employer. This applies to state employees, classified school employees, and employees of cities, counties, and public agencies that contract with CalPERS.

Inactive CalPERS Members

You are no longer working for (or are on a leave of absence from) a CalPERS-covered employer, but you have contributions and/or service credit on account with CalPERS.

Retired CalPERS Members

You are retired from CalPERS.

Public agencies consist of:

- City, county, or district
- School districts with public agency contracts (school districts with safety employees)
- Los Angeles County Office of Education
- San Diego County Office of Education

State and schools consist of:

- State of California
- California State University (CSU)
- School districts and county schools

State & Schools Military Service Credit (Active and Retired Members)

State & Schools Military service credit is a service credit purchase type for members who served in the military before becoming a CalPERS member.



You may be eligible to purchase State & Schools Military service credit if you...

- Are actively employed with, or have retired from:
 - The State of California
 - A California State University (CSU)
 - A county school (covered by CalPERS)
 - Served in:
 - A branch of the United States military: Army, Navy, Marine Corps, Air Force, U.S. Coast Guard
 - The Merchant Marines (prior to December 31, 1949)
 - Have previous active duty military service.
 - Were not dishonorably discharged.
 - Served in the military for a combined minimum total of one calendar year.
 - Served in the military prior to becoming a CalPERS member.
 - Have a minimum of 1.000 year of credited state service.
- Retired only:
- You retired on or after December 31, 1981, and
 - You retired within 120 days of separation from the qualifying employer.



You cannot purchase State & Schools Military service credit if you...

- Are currently inactive with a CalPERS-covered employer.
- Are receiving military retirement pay based on 20 or more years of active duty military service.
 - If you are receiving a military retirement that was earned by a combination of active duty with a reserve component, and the retirement pay is payable only upon the attainment of a specified age, then you may be eligible.
- Are receiving disability retirement pay from the military.
 - If you are receiving compensation from the Veterans Administration only, then you may be eligible.
- Have received the same military service credit in any other retirement system.
- Were dishonorably discharged.

Credited State Service

Credited state service is any service credited in CalPERS. The service must have been rendered as an employee of the state, a California State University, a school employer, or a contracting agency. The employer must have paid compensation for the period of credited service.

Elected service credit purchase types that qualify as credited state service include:

- Arrears
- Military Leave of Absence
- Alternate Retirement Program (ARP)
(transferred or elected)

Note: ARP service does not count toward the years of credited CalPERS service credit until it is transferred or purchased in CalPERS.

- Optional Member Service
- Prior Service
- Redeposit of Withdrawn Contributions
- Service Prior to Membership (SPM)

Note: SPM time must be compensated by a CalPERS-covered employer. Temporary agencies and programs funded outside the covered employer are not acceptable.

- Fellowship
- Local System Service

Public Agency Military Service Credit (Active and Retired Members)

Public Agency Military service credit is a service credit purchase type for members who served in the military before becoming a CalPERS member.



You may be eligible to purchase Public Agency Military service credit if you...

- Are actively employed with a public agency:
 - A city, county, or district
 - A school district with a public agency contract
- Served in:
 - A branch of the United States Military: Army, Navy, Marine Corps, Air Force, U.S. Coast Guard
 - The Merchant Marines (prior to December 31, 1949)
- Served in active duty military prior to becoming a CalPERS member.

Retired only:

- You are currently a retired CalPERS member.
- Your last public agency employer contracts for this benefit for your last employment classification (Government Code section 21027).
- You were not eligible to purchase this service credit as an active member because your employer did not contract for the active benefit until after you retired.
- You retired within 120 days of separation from the qualifying employer.



You cannot purchase Public Agency Military service credit if you...

- Are receiving military retirement pay based on 20 or more years of active duty military service.
 - If you are receiving a military retirement that was earned by a combination of active duty with a reserve component, and the retirement pay is payable only upon the attainment of a specified age, then you may be eligible.
- Are receiving disability retirement pay from the military.
 - If you are receiving compensation from the Veterans Administration only, then you may be eligible.
- Have received the same military service credit in any other retirement system.

Requesting Military Service Credit

How Much Military Service Credit Can I Purchase?

The amount of military service credit you are eligible to purchase is based on your total amount of active duty military service. The following conditions apply:

State and School Members

- You must purchase a minimum of one year.
- You may purchase as many years of active duty military service as you have years of CalPERS credited state service, up to four years. Please refer to the examples in the table below.

Service Credit Examples: State & Schools Military		
Your credited state service	Your military service	You may purchase...
1 year	6 months	Not eligible—you do not meet the minimum of 1 year of military service qualification
1 year	3 years	1 year only
3 years	2.750 years	1 year increments up to a maximum of 2.750 years
4 years	3.5 years	1 year increments up to a maximum of 3.5 years
4 years	4 years	1 year increments up to a maximum of 4 years

Public Agency Members

- No minimum amount of CalPERS credited state service is required.
- You may not purchase more than four years.
- If your military service is less than four years, you have the option of purchasing an additional six months (not to exceed a total of four years).

Things to Remember for State, School, and Public Agency Members

- You may only earn 1.000 year of service credit per fiscal year.
- Service credit is calculated using a full-time time base.
- The amount of eligible service credit will be specific to each military active duty period and will be determined by CalPERS.
- If you purchase less than your total eligible military service credit, you may be able to purchase the remaining eligible military service credit later.

Requesting Military Service Credit (continued)

How Is Military Service Credit Cost Determined?

Active Military

CalPERS determines the cost to purchase active military service credit using the “present value” cost method. The present value cost method is used to determine the increase to your future retirement benefits. This method is based on your highest monthly full-time pay rate and an average of any of your special compensation (uniform allowance, holiday pay, longevity pay, etc.) your employer reports to CalPERS.

Determining the increase to your future benefits also involves a number of actuarial assumptions, including projected age at retirement, life expectancy, salary inflation, and the assumed rate of return on investments. These assumptions are the same assumptions we use to ensure that all our benefits are adequately funded. Actuarial assumptions are made by our chief actuary and approved by the CalPERS Board of Administration.

If you establish reciprocity with another retirement system, your highest monthly full-time pay rate with that reciprocal system can be used in the present value cost.

For more information about reciprocity, see ***When You Change Retirement Systems*** (PUB 16).

Based on when you submit your service credit request, the cost may fluctuate because updates to the actuarial tables used in this process occur as needed. Updates to the actuarial tables may occur due to existing benefit changes, new

benefits mandated by California law, or changes in assumptions to reflect our current best estimate of future outcomes based on the most recent experience study. Actuarial assumptions are updated periodically.



The present value cost method requires the member to pay their portion as well as the employer’s portion. Once elected, service credit is irrevocable.

The earlier in your career that you elect to purchase service credit, the less expensive the cost will be. Once we process your election to purchase service credit, any future changes to the assumptions or to your employment will not affect the cost of your service credit purchase.

You can log in to myCalPERS at my.calpers.ca.gov and use our online Service Credit Cost Estimator to get an estimate of the cost of purchasing military service credit as an active member.

Retired Military

CalPERS determines the cost to purchase retired military service credit using the present value method, which, for a retiree, is based on your retirement date, type of retirement (i.e., service, disability), your retirement option, and your final compensation used for your retirement benefit calculation.

If you are retired from CalPERS and elect to purchase retired military service credit, the increase to your retirement benefit will be applicable on the effective date of the election. It will not be retroactive to your retirement date.

Requesting Military Service Credit (continued)

Next Steps

If you would like to request cost information to purchase military service credit, please complete the following steps:

Step 1: Gather Your Military Documents

You will need a copy of your supporting documentation (i.e., DD-214) that shows your dates of active duty military service and the type of discharge you received. Refer to the “Acceptable Military Documents” section for additional information on page 14.

Step 2: Submit Your Request Electronically*

Log in to myCalPERS at my.calpers.ca.gov. On the home page under **Service Credit**, select **Make a Service Credit Purchase**. Here, you will be prompted to answer a series of questions to help determine which service credit types you may be eligible for. If you are eligible for Military Service Credit, you can request the cost electronically.

Be sure to upload your DD-214 or supporting military documentation within 15 days, or CalPERS will close your request as incomplete.



If you're eligible to purchase active duty military service credit, the cost and election information will be available in the **Service Credit Purchase** section of your myCalPERS account. You must submit your election online in advance of your retirement date.

We recommend you request to purchase service credit early in your career because you'll be required to pay any remaining balance by your retirement date.

*Retired Military cannot be requested electronically at this time. Please submit the **CalPERS Request for Service Credit Cost Information—Retired Military Service** form, available on the CalPERS website at www.calpers.ca.gov.

Military Leave of Absence

Who Is Eligible?

A member is considered on a military leave of absence when he or she is absent from employment for the purposes of service with the uniformed services.

For the purposes of determining eligibility for military leave of absence service credit in CalPERS, service in the uniformed services consists of:

- Active duty
- Active duty for training
- Initial active duty for training
- An examination period to determine the fitness to perform any duty

Military leave of absence service credit is not available for incremental periods of active duty service that do not interfere with your regular job duties or work schedules. For example, weekend warrior service is not eligible to be credited in CalPERS, as the service is performed on a weekend, and you are not granted a leave of absence from employment to perform these duties.

To be eligible for military leave of absence service credit, you must have been on a verifiable leave of absence and not performing your regular job duties. You must also be able to verify your dates of active duty military service, as well as the type of discharge you received from that active duty service. (Refer to the "Acceptable Military Documents" section for more information on page 14.)

Military Leave of Absence (continued)



Military Leave of Absence - No Member Cost

Your military leave of absence service credit may be posted to your account at no cost to you under the following conditions:

- You must not be dishonorably discharged.
- You enter active duty military service within 90 days of the beginning of your leave of absence.
- You return to employment within six months of your discharge date from active duty; or
- You retire from employment during the course of your military leave of absence and your request was received prior to retirement; or
- You complete a period of rehabilitation offered by the United States government, which is not solely for educational purposes; or
- You are granted an additional leave of absence as of the same date you are reinstated from the military leave of absence, and then you return to employment at the end of that leave; or
- You are placed on a state civil service reemployment list within six months of your discharge date from active duty and return to state service upon receipt of an offer for employment.

If you die during your leave of absence period, you may be eligible to have your military leave of absence service credit posted to your account at no cost. Your beneficiary will need to contact CalPERS.



Military Leave of Absence - Member Cost

If you do not meet the conditions listed for No Member Cost, you may be eligible to pay the member contributions for your military leave of absence period and then have the service credit posted to your account.

The military leave of absence service credit will not be posted to your account unless you elect to purchase the service credit. The following conditions apply:

- You must not be dishonorably discharged.
- You enter active duty military service within 90 days of the beginning of your leave of absence.
- You return to employment later than six months from your discharge date from active duty.
- You must return to employment for at least one day prior to your retirement date.

You must meet the conditions listed under the No Member Cost or the Member Cost sections, or you will not be eligible to receive any service credit for your military leave of absence period.

Military Leave of Absence (continued)

Eligibility Flow

Start

Did you enter into active duty military service within 90 days from the beginning of your leave of absence?

No

Not eligible for Military Leave of Absence

Yes

Were you dishonorably discharged?

Yes

Not eligible for Military Leave of Absence

No

Did you return to employment within six months of your discharge date from active duty?

Yes

May be eligible for Military Leave of Absence - No Member Cost

No

Did you retire from employment during the course of the military leave of absence?

Yes

No

Did you complete a period of rehabilitation offered by the U.S. government, which was not solely for educational purposes?

Yes

No

Were you placed on a state civil service reemployment list within six months of your discharge date from active duty and then returned to state service upon receipt of an offer for employment?

Yes

No

Were you granted an additional leave of absence as of the same date you were reinstated from the military leave of absence, and then returned to employment at the end of that leave?

Yes

No

May be eligible for Military Leave of Absence - Member Cost

Requesting Military Leave of Absence

How Is Military Leave of Absence Service Credit Determined?

The amount of service credit you may be eligible to receive for your military leave of absence period is based on several factors:

- Your time base at the beginning of your military leave of absence period.
- Any reported payroll service credit during your military leave of absence period.
- Your total service credit amount posted per fiscal year during your leave of absence period.
- The dates of your military leave of absence period.

We will determine your time base to use in the service credit calculation by reviewing your payroll. Once your time base has been determined, we will complete the following steps for every pay period of your leave of absence period:

1. Review the reported payroll service credit total (for each pay period during your leave of absence period).
2. Subtract the reported payroll service credit from the determined time base.

CalPERS Monthly Service Credit Calculation Example

- **Determined time base:** Full time (0.100 = one full month)
- **June pay period:** Posted payroll service = 0.018



Once all the service credit has been calculated per pay period, per fiscal year, the service credit will be totaled, and that amount is your eligible service credit for your entire military leave of absence period. If there is no payroll for any pay period during the leave of absence period, you will receive service credit for the determined time base for that pay period.

Things to Remember

- You may only earn 1.000 year of service credit per fiscal year.
- Ten months of full-time service credit equals one year.
- A time base of less than full time may result in not earning a full year of service credit for a fiscal year.
- The amount of eligible service credit will be specific to each military leave of absence period and will be determined by CalPERS.
- Service must be requested prior to retirement date.

Requesting Military Leave of Absence (continued)

How Is Military Leave of Absence Cost Determined?

If there is no member cost for your military leave of absence service credit, the service credit is posted to your retirement account at no cost. You receive the benefits of this service credit when you retire or upon your death.

If you only qualify for military leave of absence with a member cost, the cost is based on your contributions due for the period of the absence using your:

- Pay rate in effect at the time of the leave
- Exemption amount (if applicable)
- Contribution rate in effect at the time of the leave

No interest is included in the lump-sum cost.

Next Steps

If you would like to request service credit for your military leave of absence, please complete the following steps:

Step 1: Gather Your Military Documents

You will need a copy of your supporting documentation (i.e., DD-214) that shows your dates of military service and the type of discharge you received. Refer to the "Acceptable Military Documents" section for additional information on page 14.

Step 2: Submit Your Request Electronically

Log in to myCalPERS at my.calpers.ca.gov. On the home page under **Service Credit**, select **Make a Service Credit Purchase**. Here, you will be prompted to answer a series of questions to help determine which service credit types you may be eligible for. If you are eligible for Military Leave of Absence, you can request the cost electronically.

Be sure to upload your DD-214 or supporting military documentation within 15 days of submitting your request electronically, or CalPERS will close your request as incomplete.



If you're eligible to purchase military leave of absence service credit, the cost and election information will be available in the **Service Credit Purchase** section of your myCalPERS account. You must submit your election online in advance of your retirement date.

We recommend you request to purchase service credit early in your career because you'll be required to pay any remaining balance by your retirement date.

Additional Information

Acceptable Military Documents

Acceptable military documents may include:

- Military discharge documents
- DD-214
- Certification of Active Duty Military Service record

If you are unsure if your document is acceptable, please contact CalPERS for additional information. Point credit summaries and military orders are not acceptable military documents.

For information on how to obtain a copy of your discharge documents, visit the U.S. Department of Veterans Affairs website or the Official Website of the United States Marines.

www.va.gov/records/get-military-service-records

www.hqmc.marines.mil/Agencies/Office-of-Legislative-Affairs/Congressional-Correspondence-Section/Records-Request

Uniformed Services Employment and Reemployment Rights Act (USERRA)

The Uniformed Services Employment and Reemployment Rights Act (USERRA) is a federal law that was enacted to guarantee rights to service members who voluntarily or involuntarily left employment to provide military service.

The Department of Labor's Veterans' Employment and Training Service administers the USERRA.

Under federal law, nothing in the USERRA will supersede, or replace, any federal or state law that provides a more beneficial right to those who provided military service, and the USERRA does supersede any state law that does not provide a more beneficial right. In other words, whichever law (federal or state) that is most beneficial to the returning service member supersedes all other laws.

The Public Employees' Retirement Law, Government Code section 20990, states that CalPERS will comply with the USERRA (Title 38, Chapter 43 of the United States Code, Employment and Reemployment Rights of Members of the Uniformed Services).

The USERRA is only applicable to military leave of absence. If you have any questions regarding the USERRA, please call the Department of Labor at (866) 487-2365.

Purchasing Service Credit

CalPERS has many different types of service credit, each with its own eligibility requirements and costing methods. Please refer to ***A Guide to Your CalPERS Service Credit Purchase Options*** (PUB 12) for information on all non-military-specific service credit purchase types.

The cost for purchasing service credit is determined using methods established by California law. These methods can differ depending on your type of membership (state, school, or public agency) and the service credit you are requesting.



The cost to purchase service credit will increase the longer you wait to request cost information.

Since service credit purchases can be costly, you can log in to myCalPERS and use the Service Credit Cost Estimator to get an idea of the potential cost. Only certain service credit estimates can be performed using the estimator.

Requesting a Service Credit Purchase

You should purchase service credit early in your career to ensure you have the lowest cost available. Interest will be calculated through the date you elect to purchase the service credit. This means that the longer you wait to elect, the more time has elapsed for the accrual of interest, and the lump sum will continue to increase throughout your career. When you elect to purchase, your lump sum will not increase due to interest on the calculation.

All elected service credit purchases must be paid in full by retirement, so we recommend you submit your service credit request as early in your career as possible. This will ensure you have time to pay the lump-sum balance in full by your planned retirement date. Paying in full will ensure you receive the full benefit of the purchase, and that your retirement benefit will not be reduced by the actuarial equivalent of the balance.

Your Service Credit Purchase Decision

Only you can decide whether the potential increase to your future benefits is worth the cost of your purchase. We recommend you attend a CalPERS member education class to find out more information on retirement benefits. Register online using the CalPERS Education Center or check with a CalPERS Regional Office for dates and locations.

You can also use the Retirement Estimate Calculator on our website at www.calpers.ca.gov/retirementcalculator to see how additional service credit could affect your future retirement benefits.

Payment Options at the Time of Election

The specific payment options available to pay for your service credit purchase will be available in your myCalPERS account.



You can save money by electing a higher installment payment amount over a shorter number of pay periods.

You can also save money by applying a larger sum to your partial lump-sum payment.

• **Lump-Sum Payment**

Pay the lump-sum amount in full using a credit card, debit card, bank account, or a plan-to-plan transfer or rollover.

- The rollover or “in service” plan-to-plan transfer must be from a qualified retirement plan or individual retirement account (IRA). More information is available at **www.calpers.ca.gov**.
- You can apply a partial lump-sum payment to the cost and satisfy your remaining balance through installment payments.
- The lump-sum payment option is available to all members.

• **Installment Payments**

Elect installment payments for up to 180 monthly payroll periods (or the biweekly, semi-monthly, or quad-weekly equivalent).

- Your employer will deduct the payments from your paycheck and report them through payroll reporting to CalPERS.
- Interest continues to accrue on the balance until paid in full.
- Only active members currently employed by a CalPERS-covered employer can elect installment payments.

• **Retirement Deductions—Retired Military Only**

You can have monthly payments deducted from your current monthly retirement benefit.

- We deduct the payments from your monthly retirement benefit.
- Only available for Retired Military elections.
- Your retirement benefit will increase beginning the effective date of the election, less your monthly payment.
- As soon as you pay the balance in full, you will receive the full benefit of the service credit purchase.

Payroll deductions may be taxed (after-tax), or tax-deferred (pre-tax) if your current employer has a resolution on file. Please be aware that the tax type you elect cannot be changed while you are actively employed with a CalPERS-covered employer.

Service credit purchases have tax implications that need to be taken into consideration. For more information about taxes, contact the Internal Revenue Service (IRS), the California Franchise Tax Board, or a tax advisor.

You can obtain a copy of Pension and Annuity Income, IRS Publication 575, by calling toll free (800) 829-104, or visit their website at **www.irs.gov**.

Contact the California Franchise Tax Board by calling toll free (800) 852-5711, or visit their website at **www.ftb.ca.gov**.

Additional details on payment options, tax deferred versus taxed payments, and interest rates are available at **www.calpers.ca.gov**.

Payment Options at the Time of Retirement

Government Code section 21050 requires payment of any outstanding service credit purchase balance to be paid in full upon retirement. Once we receive your application for retirement, a Retired Payoff Packet will automatically be sent to you, which will include the available payment options. These payment options will include:

- **Lump-Sum Payment**

Pay the lump sum due in full by using a credit card, debit card, bank account, or a plan-to-plan transfer or rollover.

- **Actuarial Equivalent Reduction (AER)**

AER is an alternative payment method that reduces your monthly retirement benefit by an actuarially equivalent amount of the lump-sum cost.

- You receive the full benefit of the service credit purchase while also satisfying the balance due.
- Your balance is recalculated as of your retirement date.
- AER is available to all members at retirement.*

For additional payment option information, please visit www.calpers.ca.gov.



You can purchase service credit early in your career and avoid having a remaining balance due at retirement.

Paying in full by retirement will ensure you receive the full benefit of the purchase.

Disability Retirement and Your Service Credit Purchase

If you retire on disability or industrial disability, a purchase of additional service credit may not benefit you and may not be used to qualify for benefits or change the method of calculating benefits. Since purchasing service credit is non-refundable, consider these possibilities before moving forward with the purchase.

If you have submitted an application for disability or industrial disability retirement, we will determine if the purchase of service credit will be beneficial to you before sending you the election package. If we determine the service credit will not be beneficial to you, you will be notified.

Upon being approved for a disability or industrial disability retirement, we will review your elected service credit purchases to determine if the service credit increases your disability or industrial disability retirement allowance.

If you are making installment payments at the time of the review, your installment payments will temporarily be put on hold. This process ensures you do not make additional payments on a service credit purchase that may not benefit you.

Once the review has been completed and a determination has been made, you will be provided options for paying the remaining balance due, or you will be notified that the purchase is not beneficial, and no additional payments will be required. You will not receive a refund of prior payments made.

*For Retired Military purchases, AER is not available as a payment option.

Purchasing Service Credit (continued)

If the service credit purchase...	Then...
Does increase your disability/industrial disability retirement allowance	You will be provided options for paying the remaining balance due, which will include interest.
Does not increase your disability industrial disability retirement allowance	Payments may be suspended prospectively. You will not receive a refund of any prior payments made.

If your installment payments have been suspended and you later reinstate, or it is determined you are no longer eligible for a disability or industrial disability retirement, you will be provided options for paying the remaining balance due (including interest accrued during the suspension period).

Safety Cap and Your Service Credit Purchase

The Public Employees' Retirement Law limits the percentage of final compensation a safety member may receive. This limit is based on the member's total years of service credit under a given safety retirement formula, combined with the member's age.

For example, if you have a safety retirement formula under 3% at 50, and you have obtained 30 years of service credit by the age of 50, then our final compensation percentage is capped at 90 percent, even if you continue to work past age 50 and/or obtain more service credit.

The safety formula will vary based on your benefit category. The following are considered safety retirement benefit categories:

- State Safety
- Peace Officer Firefighter (POFF)
- State Patrol
- Local Safety
- Local Fire
- Local Police

At the time we calculate your purchasable service credit, we will look at your current age, your projected age at retirement, how many years of service credit you currently have, and how many years you may continue to work. This review helps us to determine how much service credit may be beneficial to you, if you continue working until you are eligible to retire.

If you request to purchase service credit that will cause you to exceed your cap, we will only send you cost information for service credit that we determine will benefit you at retirement.

Only you know if you plan to stop working sooner than we have projected, in which case purchasing the additional service credit may benefit you. You may still choose to purchase the additional service credit that we determined would not benefit you by contacting CalPERS.

Community Property and Your Service Credit Purchase

Service credit may be subject to a community property division. If you purchased any service credit during your marriage or domestic partnership, CalPERS will consider it community property and divide what was credited and paid to your account unless otherwise provided by a court order.

For more information on how service credit purchases may be subject to community property, refer to ***A Guide to CalPERS Community Property*** (PUB 38A).

CalPERS Review

When CalPERS receives your request, we will:

- Determine if your request is complete.
 - If your request is incomplete, we will notify you that you will need to submit a new completed request to CalPERS.
- Determine if you are eligible.
 - If you are not eligible, we will send you a notification of explanation.
 - If you are eligible, and there is a cost associated with the service credit, we will calculate the cost and provide you with the election information in your myCalPERS account.
 - If you are eligible and there is no member cost associated with the service credit, we will post the service credit to your account and send you notification.

Additional review may be necessary if we discover a discrepancy with your past employment information. Your service credit cost calculation will be placed on hold if additional review is needed.

Also, submit your request as early in your career as possible to ensure your future retirement estimates are accurate. The cost will continue to increase the longer you wait to request cost information.

Your Final Decision

The cost and election information will be available in your myCalPERS account for your review. When you review the service credit purchase election details, and you choose to elect, you need to:

- **Choose the payment option** that is right for you.
- **Complete and sign** the election document electronically.

You must make the election by the expiration date provided, and before your retirement date. If your election is not submitted on or prior to the expiration date, the election will be invalid.

If you would like an updated election, you must submit a new request for cost information. This may affect your eligibility, and the cost to purchase service credit may increase the longer you wait to submit your request.

How to Contact Us

Find Us Online

www.calpers.ca.gov

Learn about your benefits and subscribe to email alerts. You'll also find all our publications and forms.

my.calpers.ca.gov

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Call Us

Our offices are open Monday through Friday, 8:00 a.m. to 5:00 p.m. We're closed on state holidays.

Toll free: **888 CalPERS** (or **888-225-7377**)

TTY: (877) 249-7442

Fax: (800) 959-6545

International Calls: +1 916-795-3000

¿Hablas Español?

Para servicio en español marque:

888 CalPERS (o **888-225-7377**)

Write to Us

California Public Employees' Retirement System

Member Account Management Division

P.O. Box 942704

Sacramento, CA 94229-2704

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Go to www.calpers.ca.gov/regionaloffices to learn how to make an appointment and prepare for your visit.



Privacy Notice

The privacy of personal information is of the utmost importance to CalPERS. The following information is provided to you in compliance with the Information Practices Act of 1977 and the Federal Privacy Act of 1974.

Information Purpose

The information requested is collected pursuant to the Government Code (sections 20000 et seq.) and will be used to conduct CalPERS Board of Administration duties under the Public Employees' Retirement Law, the Social Security Act, and/or the Public Employees' Medical and Hospital Care Act, as the case may be. Submission of the requested information is mandatory. Failure to submit the required information may result in CalPERS being unable to perform its functions regarding your status.

Please do not include information that is not requested.

Social Security Numbers

Social Security numbers are collected either on a mandatory or voluntary basis. If this is CalPERS' first request for disclosure of your Social Security number, then disclosure is mandatory. If your Social Security number has already been provided, disclosure is voluntary. Due to the use of Social Security numbers by other agencies for identification purposes, we may be unable to verify eligibility for benefits without the number.

Social Security numbers are used for the following purposes:

1. Enrollee identification
2. Payroll deduction/state contributions
3. Billing of contracting agencies for employee/ employer contributions
4. Reports to CalPERS and other state agencies
5. Coordination of benefits among carriers
6. Resolving member appeals, complaints, or grievances with health plan carriers

Information Disclosure

Portions of this information may be transferred to other state agencies (such as your employer), physicians, and insurance carriers, but only in strict accordance with current statutes regarding confidentiality.

Your Rights

You have the right to review your membership files maintained by CalPERS. For questions about this notice, our Privacy Policy, or your rights, please write to:

CalPERS
CalPERS Privacy Officer
400 Q Street
Sacramento, CA 95811

You may also call us at **888 CalPERS** (or **888-225-7377**).

CalPERS is governed by the Public Employees' Retirement Law and the Alternate Retirement Program provisions in the Government Code, together referred to as the Retirement Law. The statements in this publication are general. The Retirement Law is complex and subject to change. If there is a conflict between the law and this publication, any decisions will be based on the law and not this publication. If you have a question that is not answered by this general description, you may make a written request for advice regarding your specific situation directly to the CalPERS Privacy Officer at 400 Q Street, Sacramento, CA 95811.

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**California Public Employees'
Retirement System**

400 Q Street

P.O. Box 942701

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