



STATE OF CONNECTICUT
TEACHERS' RETIREMENT BOARD
765 ASYLUM AVENUE HARTFORD, CT 06105-2822
"An Affirmative Action/Equal Opportunity Employer"

Toll-Free 1-800-504-1102 x 8412 (860) 241-8412 Fax (860) 525-6018 www.ct.gov/trb use [Contact Us](#)

APPLICATION FOR PURCHASE OF SERVICE CREDIT

INSTRUCTIONS:

FOR ACTIVE TEACHERS, USE THIS FORM IF YOU MEET THE FOLLOWING:

- You previously received a bill from our office that you did not pay at the time of the due date; attach a copy of the bill.
- You submitted the appropriate documentation prior to October 2004, and received a confirmation letter from our office notifying you of the amount of credit you would be eligible to purchase at the time of retirement.

DO NOT USE THIS FORM IF:

- You intend to retire within the current school year; make your request to purchase additional credit on the Retirement Application.
- You have not appropriately documented your purchasable credit. On the website click Active Teacher Summary of Benefits and select [Purchasable Service Credit](#) for the appropriate forms and guidelines.

Member's Name	Last 4 Digits of Social Security # or TRB #	
	XXX-XX-	TRB #
Address	Email Address	Telephone
City, State Zip	Current Employer	

- You will receive a notice from us to verify receipt of your request. Please allow 15 business days.
- Please be sure to visit the Teachers' Retirement System website at www.ct.gov/trb for updates on the processing timeframe for additional service credit requests.
- The [Additional Service Credit Cost Estimator](#) is also available on the website for your use.

PURCHASING CT SERVICE	YEARS/MONTHS OF CREDIT TO BE PURCHASED
• Wartime Military Service	
• Previous Leave of Absence	
• Substitute Teaching	
• Part-time Service (less than 50%)	
• Part-time Lecturer	
PURCHASING NON-CT SERVICE	
• Peacetime Military Service	
• Military Dependents School	
• Outside State Teaching in a Public School	
• State of Connecticut - Non Teaching	
• Elected Official	
• Federal Teacher Corps	
• Peace Corps	
• Social Work Assistant in a Public School	
• VISTA	
• Special Teaching Service	
PURCHASING MEMBERSHIP CREDIT – CT SERVICE	
• CT Service Withdrawn/Refunded	
• Hourly Paid Certified Teaching Service	
• Adult Ed – High School Credit Diploma Program	
• State of Connecticut - Teaching	
• Part-time Lecturer – if employed with town BOE	

Signature of Member	Date
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