Utah Retirement Systems
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Salt Lake City, Utah 84110-1590
801-366-7318
800-753-7318
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www.urs.org

CERTIFICATION OF INELIGIBILITY
for Tier 1 or Tier 2 Service Credit

EMPLOYER INSTRUCTIONS:

1. **Please type or print clearly in black ink.**
2. Complete this form **only** if the employee was hired or became ineligible more than 60 days prior to today's date or is under the age of 15; otherwise use the online certification program.
3. Check all applicable boxes, sign, date, and forward to our office. If you fax this form, do not mail the original.

Employee Name (First, Middle, Last)	Date of Birth (mm/dd/yyyy)	Gender ☐ Male ☐ Female	Social Security Number

Mailing Address	City	State	Zip

Employee Position	* Date of Ineligibility (mm/dd/yyyy)

I certify this employee is not eligible to accrue service credit for the reason(s) checked below. I understand I must notify the Retirement Office if the employee later becomes eligible or separates employment.

- ☐ Temporary employee
- ☐ Non-benefited employee (as defined in the eligibility section of the URS Employer's Guide)
- ☐ Employee who works an average of less than 20 hours per week
- ☐ Teacher who teaches less than half time
- ☐ Classified school employee who works an average of less than 20 hours per week
- ☐ Full-time higher education employee eligible under an alternate retirement system
- ☐ Elected or appointed official who does not meet the current Tier 1 or Tier 2 eligibility requirements (as defined in the eligibility section of the URS Employer's Guide) *Date of ineligibility is the beginning date of term in office.
- ☐ Exchange employee

Employer Name and Number	**Authorized Employer Signature (Required)**	Date