



Utah Retirement Systems

Purchasing Future Service Credit Checklist

90 days before retirement date with URS

- Submit Purchasing Future Service Credit Application
 - Section A completed by member
 - Section B completed by Human Resources/Employer

60 days before retirement date with URS

- If rolling over funds from an outside qualified plan, check with them regarding timeline requirements.

15 days before retirement date with URS

- Start payment process (purchase must be completed before retirement date with URS)
 - Roll over funds from URS Savings Plan
 - Roll over funds from outside agency
 - Lump-sum payment or employer participation

1 – 2 days before retirement date with URS

- Call URS to verify payment has been completed

Immediately after payment is complete

- Contact URS for retirement application

For additional information see the *Purchasing Future Service Credit Brochure*.