



Utah Retirement Systems

What to Expect when completing a Service Purchase

- 1) You must have at least 4 years of eligible service with URS to purchase service credit
- 2) Contact URS to request forms at least 6 months before you want to purchase service
- 3) Most purchases require 2 forms:
 - a) "Request for Service Purchase Cost" This form is completed by you
 - b) "Application to Purchase..." Section A is completed by you
Section B is completed by your former employer
Section C is completed by your former retirement system
- 4) Submit "Request for Service Purchase Cost" to URS. Send the "Application to Purchase..." forms to your former employer(s) and retirement system(s) whose service you are wanting to purchase

It is advised that you find a contact person at your former employer and at your former retirement system so you can track their progress on completing the requested forms

- 5) *It can take several months to get all paperwork submitted from former employer(s) and retirement system(s) (**URS will not contact them for you**)*
- 6) All forms must be completed correctly and returned to URS before eligibility can be determined
- 7) Incomplete or incorrect forms will be returned to you so you can resubmit them to the correct agencies for completion
- 8) Once all forms have been received, eligibility will be determined
- 9) If eligible, an exact cost will be sent to you with payment options
- 10) Once you receive this exact cost, select payment option(s) and return the Exact Service Purchase Cost to URS with payment or rollover form by due date
- 11) If rolling funds from an outside qualified plan, you must contact them to start the rollover process to URS (**URS will not contact them for you**)

- For additional information, see the Purchasing Service Credit Brochure