



# APPLICATION TO OBTAIN CREDIT FOR REGULAR MILITARY SERVICE for Defined Benefit Plan Members

*(See Certification Form Instructions. Use the application on Page 3 to obtain credit for military service that interrupted teaching.)*

Member's name \_\_\_\_\_ STRS Ohio account no. \_\_\_\_\_  
 or  
 Address \_\_\_\_\_ Social Security no. (last four digits) \_\_\_\_\_  
Street

\_\_\_\_\_ Email address \_\_\_\_\_  
City State ZIP code

Home phone (\_\_\_\_\_) \_\_\_\_\_ Cell phone (\_\_\_\_\_) \_\_\_\_\_  
Area code Area code

## Certification for purchasing regular military service

**The maximum credit is 10 years of free military service and five years of purchased military service (excluding military service that interrupted teaching).**

To certify regular military service (under the STRS Ohio Defined Benefit Plan), you must submit either a DD-214 military separation form or an NA Form 13038 stating the actual dates of active service. These records of purchasable service can be obtained either of the following ways:

- **Online:** Go to [www.archives.gov](http://www.archives.gov) and click on "Veterans' Service Records"
- **Write to:** National Personnel Records Center (Military Records), 1 Archives Dr., St. Louis, MO 63138

## Certification of Regular Military Service

I have submitted a copy of my military discharge papers for evaluation. The dates of active service are from:

\_\_\_\_\_ through \_\_\_\_\_  
Month Day Year Month Day Year

In addition to my State Teachers Retirement System service, I have had service under:

- Ohio Public Employees Retirement System  Yes  No  
 School Employees Retirement System  Yes  No

Did you participate in the military's Blended Retirement System that was effective on Jan. 1, 2018?  Yes  No

If yes, do you still have funds on account in the Blended Retirement System?  Yes  No

**If this service is eligible for purchase with STRS Ohio and I purchase the service, I certify this service cannot be used under any other retirement program except:**

- Social Security, or
- Retired pay for nonregular service (under Chapter 1223, Section 1662, Title XVI of the "National Defense Authorization Act for Fiscal Year 1995," 108 Stat. 2998 (1994), 10 U.S.C.A. 12731 to 12739).

Member's signature \_\_\_\_\_ Date \_\_\_\_\_



# CERTIFICATION FORM INSTRUCTIONS

## Certification of Military Service

### Additional Documentation Required

- **Regular Military Service** — A copy of your DD-214 discharge papers or NA Form 13038 stating the actual dates of active service must be submitted to STRS Ohio with this form.
- **Military Service That Interrupted Teaching** — Documentation showing the exact dates of inactive military service must be submitted to STRS Ohio with this form. Once the certification form is submitted, STRS Ohio will contact the employer for earnings and verification of departure and return dates.

### Submitting Online

- Open the document on your desktop computer. (For best results, open the document using Adobe Acrobat Reader 8.0 or later.)
- Save it to your computer.
- Complete the form and save again.
- Email the form as an attachment to forms@strsoh.org.
- Submit the “Additional Documentation Required” (see above) either of the following ways:
  - Scan the documentation and email it as an attachment along with the form, or
  - Mail the documentation separately to STRS Ohio at the address indicated on the top of the form.
- STRS Ohio will send a confirmation email within one business day after the form is received.

### Submitting by Mail

- Complete the form.
- Copy the forms for your records.
- Return the original copy of the completed form to STRS Ohio along with the “Additional Documentation Required” (see above).
- STRS Ohio will send a confirmation letter after receiving the form.

### Further Information

Further details are available in the *Purchasing Service Credit* brochure, the *Purchasing Service Credit Fact Sheet for Regular Military Service in the U.S. Armed Forces* or the *Purchasing Service Credit Fact Sheet for Interrupted Teaching Due to Military Service*.



## APPLICATION TO OBTAIN CREDIT FOR MILITARY SERVICE THAT INTERRUPTED TEACHING for Defined Benefit Plan Members

(See Certification Form Instructions. Use the application on Page 1 to obtain regular military service credit.)

Member's name \_\_\_\_\_ STRS Ohio account no. \_\_\_\_\_  
 or  
 Address \_\_\_\_\_ Social Security no. (last four digits) \_\_\_\_\_  
Street

\_\_\_\_\_ Email address \_\_\_\_\_  
City State ZIP code

Home phone (\_\_\_\_\_) \_\_\_\_\_ Cell phone (\_\_\_\_\_) \_\_\_\_\_  
Area code Area code

### Criteria for purchasing inactive (uniformed) military service that interrupted teaching

Complete this application only if you meet **all four** of the criteria below. If you do not meet one or more of the criteria below, do not complete the application; the service does not qualify as "inactive military service" under the Defined Benefit Plan.

1. You left regular employment with an STRS Ohio employer to enter inactive military service. (Substitute teaching is **not** "regular employment.")
2. You entered inactive military service within five months of leaving STRS Ohio-covered employment and returned to the same employer within three months of leaving inactive service.
3. The inactive military service interrupted your normal teaching contract. (For example, a nine-month contract is not interrupted if inactive military service occurred in the summer.)
4. You earned less than one full year of service credit in any STRS Ohio fiscal year interrupted by your inactive military service.

If you meet all four of the criteria, you will need to submit the appropriate documentation to certify the service **showing dates of inactive military service**. (Please see *Certification Form Instructions*.) If you are eligible, we will contact your employer to verify earnings and that the inactive military service interrupted your Ohio public teaching.

### "Inactive (uniformed) service" is defined as:

- Regular service; inactive, active or initial duty training; or reserve service with the Army, Navy, Air Force, Marine Corps or Coast Guard (DD-214 military separation form or NA Form 13038 needed if service was regular);
- Service with the:
  - National Guard;
  - Commissioned Corps of the United States Public Health Service;
  - Red Cross as a nurse with the Army, Navy, Air Force or hospital service of the United States, Army Nurse Corps or Navy Nurse Corps;
  - American Red Cross (full time only) in a combat zone;
- Any other category of service designated by the president in time of war or emergency; or
- Absence due to an examination to determine fitness for uniformed service.

**The maximum service credit purchasable for inactive military service is five years.** This service cannot be used under any other retirement program except Social Security or retired pay for nonregular service (under Chapter 1223, Section 1662, Title XVI of the "National Defense Authorization Act for Fiscal Year 1995," 108 Stat. 2998 (1994), 10 U.S.C.A. 12731 to 12739).

### Certification of Inactive Service Under Chapter 3307, Revised Code

Attached is a copy of my inactive (uniformed) service papers for evaluation. The dates of service are from:

\_\_\_\_\_ through \_\_\_\_\_  
Month Day Year Month Day Year



**STATE TEACHERS RETIREMENT SYSTEM OF OHIO**  
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Columbus, OH 43215-3771

888-227-7877  
[www.strsoh.org](http://www.strsoh.org)