



# 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

- Go to [www.strsoh.org](http://www.strsoh.org) and click on “Forms” under During Your Career.
- 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](mailto: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.

### 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).

### 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*.

**STATE TEACHERS RETIREMENT SYSTEM OF OHIO**  
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[www.strsoh.org](http://www.strsoh.org)