



CERTIFICATION OF OHIO PUBLIC SCHOOL TEACHING SERVICE MEMBER DID NOT CONTRIBUTE TO STRS OHIO

Defined Benefit Plan Participants

PART 1 — Completed by Member *(Please see Certification Form Instructions)*

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

 City _____ State _____ ZIP code _____
 Home phone (_____) _____ Cell phone (_____) _____
 Area code Area code
 Email address _____
 Complete name of school (for service being certified) _____

PART 2 — Completed by Employer *(Please return form to member)*

This form will certify the above named member was employed for TEACHING SERVICE on which contributions were not submitted to STRS Ohio. (Certification must be made from official records by the treasurer or payroll officer.)

For Service Before July 1, 1978						
Fiscal Years*				School Days Employed	Hours Employed (Complete only if days of employment are not available)	Total Compensation
From		To				
Month	Year	Month	Year			
	19		19			\$
	19		19			\$
	19		19			\$
	19		19			\$

The member will be billed for the member's cost. There is no cost to the employer.

For Service On or After July 1, 1978						
Fiscal Years*				School Days Employed	Hours Employed (Complete only if days of employment are not available)	Total Compensation
From		To				
Month	Year	Month	Year			
						\$
						\$
						\$
						\$

If eligible service credit is purchased by the member for noncontributing teaching service occurring after July 1, 1978, the certifying employer will be billed for the corresponding employer cost and interest.

*STRS Ohio Fiscal Years — Prior to 1974-75: September through August; 1974-75: September through June; 1975-76 and thereafter: July through June

Employer address _____
 Street City State ZIP code

Is a valid waiver on file for the above service? Yes No Phone (_____) _____
 If yes, include a copy of the waiver. Mark "No" if limits of the waiver were exceeded. Area code

Certifying official _____ Date certified _____

Title _____



CERTIFICATION FORM INSTRUCTIONS

Certification of Teaching Service — Member Did Not Contribute to STRS Ohio

These forms are to be used to certify public teaching service rendered in an Ohio public school or Ohio public college or university for which no retirement contributions were deducted from your pay.

Certification of Teaching Service

- **Part 1 — Completed by the member.**
 - There are two separate forms — a certification form for teaching service in an *Ohio public school* and a certification form for teaching service in an *Ohio public college or university*.
 - Please put your name and address on the appropriate form.
- **Part 2 — Completed by the employer** (for the service you wish to purchase).
 - There are two sections pertaining to the time of completed service — one for service rendered **before** July 1, 1978, and one for service rendered **on or after** July 1, 1978. The employer must complete the appropriate section from official school records.
 - The service must be broken down in STRS Ohio fiscal years as shown on the form.
 - Service at a college or university can be broken down in quarters or semesters, whichever is applicable.

Submitting Online

- Go to 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 Part 1 of the appropriate form (Ohio public school or Ohio public college or university) and save again.
- Email the form as an attachment to the former employer covering the service you want to purchase.
- Instruct that individual to complete Part 2 of the form and email the form as an attachment to both you **and** forms@strsoh.org.

Submitting by Mail

- Complete Part 1 of the appropriate form (Ohio public school or Ohio public college or university)
- Separate and send the form to the former employer covering the service you want to purchase.
- Instruct the individual to complete Part 2 and return the form to you.
- Copy the form for your records.
- Send the original copy of the completed form to STRS Ohio.

Further Information

Further details, including eligibility requirements, are available in the *Purchasing Service Credit* brochure and the *Purchasing Service Credit Fact Sheet for Ohio Noncontributing Public Teaching Service*.



CERTIFICATION OF OHIO PUBLIC COLLEGE OR UNIVERSITY TEACHING SERVICE MEMBER DID NOT CONTRIBUTE TO STRS OHIO

Defined Benefit Plan Participants

PART 1 — Completed by Member (Please see Certification Form Instructions)

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

City _____ State _____ ZIP code _____

Home phone (_____) _____ Cell phone (_____) _____
Area code Area code

Email address _____

Complete name of college or university (for service being certified) _____

PART 2 — Completed by Employer (Please return form to member)

This form will certify the above named member was employed for TEACHING SERVICE on which contributions were not submitted to STRS Ohio. (Certification must be made from official records by the treasurer or payroll officer.)

For Service Before July 1, 1978							
Fiscal Years* (List each quarter/semester on separate line)				Quarter or Semester?	Position or Title	Percent of Full-Time Employment per Quarter/Semester (Example below**)	Total Compensation
From		To					
Month	Year	Month	Year				
	19		19	<input type="checkbox"/> Quarter <input type="checkbox"/> Semester		%	\$
	19		19	<input type="checkbox"/> Quarter <input type="checkbox"/> Semester		%	\$
	19		19	<input type="checkbox"/> Quarter <input type="checkbox"/> Semester		%	\$
	19		19	<input type="checkbox"/> Quarter <input type="checkbox"/> Semester		%	\$

The member will be billed for the member's cost. There is no cost to the employer.

For Service On or After July 1, 1978							
Fiscal Years* (List each quarter/semester on separate line)				Quarter or Semester?	Position or Title	Percent of Full-Time Employment per Quarter/Semester (Example below**)	Total Compensation
From		To					
Month	Year	Month	Year				
				<input type="checkbox"/> Quarter <input type="checkbox"/> Semester		%	\$
				<input type="checkbox"/> Quarter <input type="checkbox"/> Semester		%	\$
				<input type="checkbox"/> Quarter <input type="checkbox"/> Semester		%	\$
				<input type="checkbox"/> Quarter <input type="checkbox"/> Semester		%	\$

If eligible service credit is purchased by the member for noncontributing teaching service occurring after July 1, 1978, the certifying employer will be billed for the corresponding employer cost and interest.

*STRS Ohio Fiscal Years — Prior to 1974–75: September through August; 1974–75: September through June; 1975–76 and thereafter: July through June

**Example: Member taught 3 credit hours for one term and 15 credit hours for that term was a minimum full-time teaching load; list as 20% (3 hours ÷ 15 hours = 20%).

Employer address _____
Street City State ZIP code

Is a valid waiver on file for the above service? Yes No Phone (_____) _____
If yes, include a copy of the waiver. Mark "No" if limits of the waiver were exceeded. Area code

Certifying official _____ Date certified _____

Title _____



STATE TEACHERS RETIREMENT SYSTEM OF OHIO
275 East Broad Street
Columbus, OH 43215-3771

888-227-7877
www.strsoh.org