



## CERTIFICATION OF NONTEACHING PUBLIC SCHOOL SERVICE IN OHIO ON WHICH NO CONTRIBUTIONS WERE SENT TO SCHOOL EMPLOYEES RETIREMENT SYSTEM

### Defined Benefit Plan Participants

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

Applicant's name \_\_\_\_\_  
First Middle Last

STRS Ohio account number or Social Security number (last four digits) \_\_\_\_\_

Address \_\_\_\_\_  
Street City State ZIP code

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

Email address \_\_\_\_\_

#### Part 2 — Completed by Official Employer or Custodian of Records *(Please return form to member)*

*Certification must be made from actual payroll records or a legitimate source of documentation. An incomplete or improperly certified form will be returned to the member.*

Employer \_\_\_\_\_

Applicant's job title \_\_\_\_\_

### RECORD OF PURCHASABLE SERVICE\*

| School Year  |        |        |        |        |        |        |        |
|--------------|--------|--------|--------|--------|--------|--------|--------|
|              | Salary | Salary | Salary | Salary | Salary | Salary | Salary |
| July         |        |        |        |        |        |        |        |
| August       |        |        |        |        |        |        |        |
| September    |        |        |        |        |        |        |        |
| October      |        |        |        |        |        |        |        |
| November     |        |        |        |        |        |        |        |
| December     |        |        |        |        |        |        |        |
| January      |        |        |        |        |        |        |        |
| February     |        |        |        |        |        |        |        |
| March        |        |        |        |        |        |        |        |
| April        |        |        |        |        |        |        |        |
| May          |        |        |        |        |        |        |        |
| June         |        |        |        |        |        |        |        |
| Yearly Total |        |        |        |        |        |        |        |
| Days Worked  |        |        |        |        |        |        |        |

\*If the service was after June 30, 1977, please indicate the number of days actually worked.

*(continued)*

**IMPORTANT — THESE QUESTIONS MUST BE ANSWERED BY EMPLOYER:**

1.  Yes  No Did the member contribute to Social Security on the service on the previous page?
2.  Yes  No Was the member a student at the time the service was performed?  
If "Yes," was money actually paid for this service through the payroll system?  Yes  No
3.  Yes  No Is the member currently contributing to the School Employees Retirement System (SERS)?
4.  Yes  No For the service on the previous page, did the member contribute to any of the Ohio retirement systems listed below?

If "Yes," identify the system:

- Ohio Police & Fire Pension Fund
- Highway Patrol Retirement System
- Ohio Public Employees Retirement System
- School Employees Retirement System
- Municipal system
- Other, specify: \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_  
Official employer or custodian of records

Title \_\_\_\_\_ Department \_\_\_\_\_

Address \_\_\_\_\_  
Street  
\_\_\_\_\_  
City State ZIP code

Phone (\_\_\_\_\_) \_\_\_\_\_  
Area code

**OFFICE USE ONLY**

Birth date \_\_\_\_\_ Date of first STRS Ohio service \_\_\_\_\_ Total STRS Ohio credit \_\_\_\_\_

**TO BE COMPLETED BY SCHOOL EMPLOYEES RETIREMENT SYSTEM**

The service on this form (*please check one*):

- Cannot be obtained in SERS due to *nonmembership* status. Please list the amount of credit that SERS would have granted had this service been eligible in SERS:  
\_\_\_\_\_ year(s)  Regular purchase or  Waived/Exempted purchase
- Cannot be obtained in SERS for reasons *other than* nonmembership status. Reason: \_\_\_\_\_

Certified by \_\_\_\_\_ Date \_\_\_\_\_

*Please return to STRS Ohio.*

# CERTIFICATION FORM INSTRUCTIONS

## Certification of Nonteaching Public School Service in Ohio

This form is used to certify nonteaching Ohio public school service on which no contributions were sent to School Employees Retirement System.

### Certification of Nonteaching Public School Service in Ohio

- **Part 1 — Completed by the member.**
- **Part 2 — Completed by the employer** (for the service you wish to purchase).
  - The “Record of Purchasable Service” portion of the form must be completed by the current custodian of records for the former employer. Ohio statute requires all of this information to determine the eligible amount of service credit and cost.
  - The custodian of records should pay attention to the instructions on the certification form in order to obtain the maximum service credit possible.

### 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 Part 1 of the form 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.
- STRS Ohio will send a confirmation email within one business day after the form is received.

### Submitting by Mail

- Complete Part 1 of the form.
- Separate and send the form to the former employer covering the service you want to purchase.
- Instruct that 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.
- STRS Ohio will send a confirmation letter after receiving the form.

### Further Information

Further details, including eligibility requirements, are available in the *Purchasing Service Credit* brochure and the *Purchasing Service Credit Fact Sheet for Other Ohio Public Service — School Employees Retirement System (SERS)*.

**STATE TEACHERS RETIREMENT SYSTEM OF OHIO**

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