



Please read the instructions on page 2 before completing this form.
(Please print in black or blue ink, and initial any changes that you make on this form.)

PART A: Please provide the information below.

First Name	MI	Last Name	Social Security Number (last 4 digits only)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> - <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Permanent Home Address	Apt. No.	TRS Membership Number	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
City	State	Zip Code	Primary Phone Number (Check one: <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile)
<input type="text"/>	<input type="text"/>	<input type="text"/>	(<input type="text"/> <input type="text"/> <input type="text"/>) <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Email Address	Alternate Phone Number (Check one: <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile)		
<input type="text"/>	(<input type="text"/> <input type="text"/> <input type="text"/>) <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		

Check here if you entered new contact information above. TRS will then update our records based on what you entered.

Please keep your contact information up to date. You can visit our website to update your contact information anytime, or file a "Member's Change of Address Form" (code DM13) with TRS.

PART B: Provide your expected date of retirement and the dates for which you want to claim military service credit.

Expected date of retirement (if applicable): / /

From (MM/DD/YYYY)	To (MM/DD/YYYY)	Branch of Service
<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>
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<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>

PART C: Complete this section about previous military service credit.

Have you previously received credit for military service from TRS or any other public retirement system? Yes No

If yes, which public retirement system?

Dates of membership in above system: From / / To / /

Amount of military service credit granted in above system: years months days

PART D: Please read the following statement and sign and date below.

I hereby request credit for all periods of military service listed in Part B. I understand that I must provide a copy of my Form DD-214 or equivalent as proof of my service. I also understand that filing this claim does not ensure that military service credit will be granted. I further understand that purchasing credit for military service is optional, and that filing this claim does not obligate me to make payments associated with the military service credit. I affirm that, to the best of my knowledge, all information I have provided above is true and correct.

MEMBER'S SIGNATURE _____ DATE (MM/DD/YYYY) _____



INSTRUCTIONS

PLEASE READ CAREFULLY

When to File this Form

- You may file this form to request pension credit in TRS for U.S. military service.
- Federal and state laws, each with different provisions, allow you to receive pension credit for your military duty occurring before and/or during your TRS membership. You are entitled to receive credit under the provisions that provide the maximum benefit, as long as you meet eligibility criteria. (However, you may not receive credit more than once for the same period.)
- Upon receipt of this form, TRS will review your request and notify you of your eligibility for military service credit. If payment is required for you to receive credit, TRS would send you a Cost Letter indicating the cost and your payment options. Filing this form does not obligate you to purchase any military service credit.

Requirements for Claiming Military Service Credit

- You should file this form as soon as possible after the end of your military service, since certain laws require that any payment for military service credit be completed within five years of your date of reemployment. In all cases, TRS must receive your form before your effective retirement date.
- You must provide proof of your honorable discharge from military service. Please enclose a copy of your documentation (*i.e.*, Form DD-214 or the equivalent) when you submit this form to TRS.

Benefits of Additional Service Credit

In most cases, members must make payment for additional pension credit, such as military service credit. However, obtaining the additional credit offers the following benefits:

- Your prospective service retirement allowance will be higher.
- If you are not vested, you may more quickly attain vested rights and qualify for retirement benefits.
- If you are a Tier III or IV member, you may more quickly attain the years of credited service needed to stop or reduce your pension contributions.

Questions and Further Information

- For more information about military service credit, please visit our website.
- If you require additional assistance, please contact TRS' Member Services Center at 1 (888) 8-NYC-TRS.