



STATE OF CONNECTICUT  
TEACHERS' RETIREMENT BOARD  
765 ASYLUM AVENUE HARTFORD, CT 06105-2822  
"An Affirmative Action/Equal Opportunity Employer"

Toll-Free 1-800-504-1102 x 8412 (860) 241-8412 Fax (860) 525-6018 [www.ct.gov/trb](http://www.ct.gov/trb) use [Contact Us](#)

**REQUEST TO PURCHASE SERVICE CREDIT**

**INSTRUCTIONS:**

**FOR ACTIVE TEACHERS, USE THIS FORM IF YOU MEET THE FOLLOWING:**

- You previously received a bill from our office that you did not pay at the time of the due date; attach a copy of the bill.
- You submitted the appropriate documentation prior to October 2004, and received a confirmation letter from our office notifying you of the amount of credit you would be eligible to purchase at the time of retirement.

**DO NOT USE THIS FORM IF:**

- You intend to retire within the current school year; make your request to purchase additional credit on the Retirement Application.
- You have not appropriately documented your purchasable credit. On the website click Active Teacher Summary of Benefits and select [Purchasable Service Credit](#) for the appropriate forms and guidelines.

<b>Member's Name</b>	<b>Social Security # or TRB #</b>	
	<b>SS#</b>	<b>TRB #</b>
<b>Address</b>	<b>Email Address</b>	<b>Telephone</b>
<b>City, State Zip</b>	<b>Current Employer</b>	

- You will receive a notice from us to verify receipt of your request. Please allow 15 business days.
- Please be sure to visit the Teachers' Retirement System website at [www.ct.gov/trb](http://www.ct.gov/trb) for updates on the processing timeframe for additional service credit requests.
- The [Additional Service Credit Cost Estimator](#) is also available on the website for your use.

<b>PURCHASING CT SERVICE</b>	<b>YEARS/MONTHS OF CREDIT TO BE PURCHASED</b>
• <b>Wartime Military Service</b>	
• <b>Previous Leave of Absence</b>	
• <b>Substitute Teaching</b>	
• <b>Part-time Service (less than 50%)</b>	
• <b>Part-time Lecturer</b>	
<b>PURCHASING NON-CT SERVICE</b>	
• <b>Peacetime Military Service</b>	
• <b>Military Dependents School</b>	
• <b>Outside State Teaching in a Public School</b>	
• <b>State of Connecticut - Non Teaching</b>	
• <b>Elected Official</b>	
• <b>Federal Teacher Corps</b>	
• <b>Peace Corps</b>	
• <b>Social Work Assistant in a Public School</b>	
• <b>VISTA</b>	
• <b>Special Teaching Service</b>	
<b>PURCHASING MEMBERSHIP CREDIT – CT SERVICE</b>	
• <b>CT Service Withdrawn/Refunded</b>	
• <b>Hourly Paid Certified Teaching Service</b>	
• <b>Adult Ed – High School Credit Diploma Program</b>	
• <b>State of Connecticut - Teaching</b>	
• <b>Part-time Lecturer – if employed with town BOE</b>	

Signature of Member	Date
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