



**Purchasing Retirement Credit for a Period of  
Part-Time State or Local Governmental Employment**

Please print or type in black ink.  
Please do not staple pages.

**Section A. Tell us about yourself.**

FIRST NAME	MI	LAST NAME		SUFFIX
MAILING ADDRESS				SSN
CITY	STATE	ZIP CODE	TELEPHONE NO.	MEMBER ID
E-MAIL ADDRESS				DATE OF BIRTH

**Section B. Please tell us the last Retirement System into which you contributed.**

This purchase type is available to you if you are not retired but have maintained credit in one of the following systems:

- Teachers' and State Employees' Retirement System (TSERS)
- Local Governmental Employees' Retirement System (LGERS)

LAST EMPLOYER IN THIS SYSTEM
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**Section C. Please review the eligibility requirements specified by law for this purchase.**

Before completing this form to purchase service, you should obtain a cost estimate using the service purchase estimator in your personal ORBIT account, accessible at [www.myncretirement.com](http://www.myncretirement.com). See Guide A for instructions on how to log in to ORBIT.

The following requirements must be met to purchase retirement credit for a period of part-time state or local governmental employment:

- (1) Your employer during your period of part-time work was participating in TSERS or LGERS. Your part-time work must have been on a permanent basis and at least 20 hours per week.
- (2) You must be in service with five or more years of membership service. Transferred Service may be counted.

- (3) Part-time service rendered as a bus driver to a public school while a full-time high school student may not be purchased. Temporary or part-time service rendered while a full-time student in pursuit of a degree or diploma in a degree-granting program may not be purchased, unless you have service rendered as a part-time employee on a permanent part-time basis that requires at least 20 hours of service per week.

You are required to be a current contributing member of the System in Section B. This purchase must be made prior to retirement. If you do not meet all of the above requirements, do not submit this form.

**Section D. Please list any periods of part-time work which meet the requirements in Section C.**

A separate form is required for each employer although you may list multiple periods for the employer.

<b>1</b> For what state or local governmental employer did you work on a part-time basis?	EMPLOYER		
<b>2</b> What is the start date and end date of the period that meets the eligibility requirements given in Section C? What was your position title and last name?	START DATE	END DATE	
POSITION TITLE	LAST NAME DURING THIS PERIOD		
<b>3</b> What is the start date and end date of the period that meets the eligibility requirements given in Section C? What was your position title and last name?	START DATE	END DATE	
POSITION TITLE	LAST NAME DURING THIS PERIOD		

**Please continue to the next page.**



**Section E. Please authorize with your signature the preparation of a cost statement.**

I certify that I have read the Guides. I certify that the period(s) I gave in Section D meets the eligibility requirements stated in Section C. I certify that the information I have provided herein is accurate to the best of my knowledge and belief.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please give this form to the employer for whom you worked during your eligible period. This employer will complete Sections F and G and submit it to the Retirement Systems Division. After the Retirement Systems Division has received a properly completed form from the employer, the Retirement Systems Division will calculate your cost to purchase this service and will mail you a cost statement with further instructions.

**Section F. Employer, please verify the employee's periods of part-time employment.**

Employer, review the periods given in Section D and the requirements in Section C. Please provide the start date and end date of the period(s) that meets the requirements in Section C. (A start date is not necessarily a hire date, and an end date is not necessarily a termination date.) **NOTE:** Retirement credit to be purchased will be counted based on each month a member renders eligible service and receives pay. For *retirement service period*, report the actual beginning month and ending month of the employee's regular term of annual employment. For *retirement service type*, report the total of all months during the retirement service period. Certain community college, school system, and university employees have retirement service periods that are less than 12 months annually. For example, a teacher with a retirement service period beginning in August and ending in June is an 11-month retirement service type employee.

4	ELIGIBLE PERIOD:	START DATE	END DATE	POSITION TITLE		
	RETIREMENT SERVICE TYPE:	<input type="checkbox"/> 9-MONTH	<input type="checkbox"/> 10-MONTH	RETIREMENT SERVICE PERIOD:	BEGINNING MONTH	ENDING MONTH
		<input type="checkbox"/> 11-MONTH	<input type="checkbox"/> 12-MONTH			
COMPENSATION:	ACTUAL COMPENSATION TOTAL		COMPENSATION TOTAL IF EMPLOYEE WERE FULL-TIME			
5	ELIGIBLE PERIOD:	START DATE	END DATE	POSITION TITLE		
	RETIREMENT SERVICE TYPE:	<input type="checkbox"/> 9-MONTH	<input type="checkbox"/> 10-MONTH	RETIREMENT SERVICE PERIOD:	BEGINNING MONTH	ENDING MONTH
		<input type="checkbox"/> 11-MONTH	<input type="checkbox"/> 12-MONTH			
COMPENSATION:	ACTUAL COMPENSATION TOTAL		COMPENSATION TOTAL IF EMPLOYEE WERE FULL-TIME			
6	ELIGIBLE PERIOD:	START DATE	END DATE	POSITION TITLE		
	RETIREMENT SERVICE TYPE:	<input type="checkbox"/> 9-MONTH	<input type="checkbox"/> 10-MONTH	RETIREMENT SERVICE PERIOD:	BEGINNING MONTH	ENDING MONTH
		<input type="checkbox"/> 11-MONTH	<input type="checkbox"/> 12-MONTH			
COMPENSATION:	ACTUAL COMPENSATION TOTAL		COMPENSATION TOTAL IF EMPLOYEE WERE FULL-TIME			

7 If available, what were the hire and the termination dates of this employee?

HIRE	TERMINATION
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**Section G. Employer, please certify the information you have provided.**

I have examined the personnel records of this unit, and I hereby certify that the information stated in Section F about the employee named in Section A is true and correct to the best of my knowledge. If any of this information changes, I will notify the Retirement Systems Division.

Employer Contact's Signature \_\_\_\_\_ Date \_\_\_\_\_

CONTACT FIRST NAME	CONTACT LAST NAME	POSITION TITLE	UNIT NO.
EMPLOYER/AGENCY		TELEPHONE NO.	FAX NO.

**Please mail this form to the address below or fax it to (919) 855-5800**

N.C. Department of State Treasurer, Retirement Systems Division  
 3200 Atlantic Avenue, Raleigh, North Carolina 27604  
 1-877-NCSECURE (1-877-627-3287) toll-free  
 www.myncretirement.com

MEMBER LAST NAME	MEMBER SSN
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**Guide A. How do I obtain a cost estimate?**

The Retirement Systems Division encourages you to obtain a purchase cost estimate through your personal ORBIT account if you wish to purchase service credit.

You must carefully weigh your options when considering the purchase of retirement credit. There are situations where a purchase of retirement credit may be advantageous and other situations where it may be cost prohibitive, depending on your individual circumstance. The Retirement Systems Division makes available a retirement purchase estimator through ORBIT where you can obtain an estimate of the cost before submitting a request for the actual cost to the Retirement System.

**To obtain a Service Purchase Estimate**

1. Visit [www.myncretirement.com](http://www.myncretirement.com)
2. Click on the "ORBIT" button

3. You will be directed to the log-in page to register, or log-in if you have already registered

4. Once logged in to your ORBIT account, click on "Create Service

Purchase Estimate"

5. Fill-in the boxes for

- a. Service Status
- b. Type of Service to be Purchased
- c. Retirement Plan (at the time the leave was taken)
- d. Start and End dates for the period of leave being purchased

\*\*If you are unsure of what to enter in any of the boxes, make your best effort. The estimator will then provide a cost estimate for purchase.

**Guide B. Why should I purchase retirement credit?**

The amount of your retirement benefit is directly related to how much retirement credit you have. Most retirement credit is earned by making contributions to the Retirement System while working and receiving pay from an employer covered by the Retirement System, but some circumstances exist where a purchase of credit is allowed by North Carolina retirement law and may be to your advantage. Form 451 addresses the purchase which may be allowable for part-time work for a System-participating employer (see G.S. 135-4(pl) or 128-26 (p)). For other circumstances, see Guide E.

If this period of service meets the requirements given in Section C of this form, you may be interested in purchasing this retirement service credit. In some cases, the increase in credit from a purchase will result in an increase to your retirement benefit. In other cases, a purchase of additional

service will allow you to retire at an earlier age. It could also eliminate or reduce reduction factors that cause your retirement benefit to be reduced because of retirement at too young an age.

If you make a purchase, you are guaranteed that the cost of the purchase (less the \$25 administrative fee for making the purchase) will be refunded to you if you decide to withdraw all of your service and contributions from the Retirement System at a later date. Similarly, if you die before retiring, or you die in retirement but before receiving benefits equaling the contributions and purchases you made, your beneficiary(ies) will be entitled to the undistributed contributions and purchases. (No contributions or purchase amounts provided by your employer will be refunded to you.)

**Guide C. How do I get a cost statement? What will it say?**

You should obtain a service purchase cost estimate using the service purchase estimator in your personal ORBIT account, available at [www.myncretirement.com](http://www.myncretirement.com). If the estimate meets your expectations, you should complete this form to request an official purchase cost statement. Complete sections A through E of this form. Next, route it to the applicable employer to complete Sections F and G. This employer should submit the completed form to the Retirement Systems Division to verify your eligibility to purchase and then prepare a cost statement. The cost statement gives the cost of the purchase, how much credit it represents, and whether the law permits you to purchase part or all of the eligible period.

**Amount of Cost**

North Carolina law specifies the methods for determining the cost of credit for an eligible period. The cost of this purchase is the actuarial cost, which is calculated under the same assumptions of interest rates and salary progression as used in the actuarial valuation of the System's liabilities, also taking into account the larger retirement benefit as a result of the purchase starting at the earliest age a member could retire on an unreduced retirement benefit. Additionally, this purchase requires a \$25 administrative fee which will be itemized on your cost statement.

**Please continue to the next page.**

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**Guide C. Continued.****Amount of Credit**

The amount of credit you are eligible to receive depends on the ratio of how much you actually earned working part time compared to how much you would have earned had you been working full time. This ratio is applied to the maximum amount of credit you are eligible to receive.

The maximum amount of credit you are eligible to receive depends upon the *retirement service type* in which you were employed. The retirement service type is determined by counting the total number of months in the regular term of annual employment for an eligible position. Certain community college, school system, and university personnel work under a regular term of annual employment other than the typical 12-month period; they spend a length of time working that is shorter than one calendar year, but it is regarded as one year of credit.

- If you were under a 12-month regular term of annual employment, you will be awarded 1/12 years of service credit for each month of the eligible period.
- If you were under a different regular term of annual employment, you will receive the amount of credit for that month (1/9, 1/10, or 1/11 years of service) that you would have received had you been a contributing to the Retirement System during your eligible period.

You may choose to purchase all of your eligible credit or you may purchase a portion of it in increments.

**Expiration Date of Statement**

All cost statements have an expiration date. If you do not make the purchase by that date, the cost of the purchase will have to be recalculated based on the cost method specified by law for the purchase.

**Guide D. After I receive my cost statement, how do I make a purchase?**

Study the impact this purchase may have on your retirement benefit. You will not be able to make this type of purchase after you retire. You may request that the Retirement Systems Division prepare an estimate of retirement benefits for you with and without the purchase. Or, you may visit [www.myncretirement.com](http://www.myncretirement.com) to use a web benefits estimator in ORBIT and/or refer to your online member handbook.

If you choose to make the purchase, you may use pre-tax money from an eligible retirement plan or IRA to make the

purchase (see and prepare Form 398 available in [ORBIT](#)). In that case, your plan administrator will give you a check to forward to the Retirement Systems Division. Otherwise, you will provide a check to the Retirement Systems Division. All checks for one purchase must be received together.

Under certain and limited circumstances, your beneficiary(ies) may complete the purchase process if your death occurs while you are waiting for or evaluating a cost statement.

**Guide E. What other types of purchases may be available?**

North Carolina retirement law recognizes that you, a participant in one of North Carolina's Retirement Systems, may not have had the opportunity to make contributions and receive credit for certain periods in your public service career. The following list generally describes other circumstances for which a purchase may be allowed.

- Your employer was not eligible to participate in a Retirement System, but you have public service (federal, federally-funded, military, or out-of-state service) that you may be eligible to purchase.
- Your employer did not participate in a System, although it was eligible.
- Your employer did participate in a Retirement System, but

your position was not eligible for participation at the time.

- You are or were participating in the Retirement System with your employer, but a life or career event caused your service to be interrupted over a period during which you did not work and make contributions.
- You withdrew your service credit and contributions from the Retirement System, but you wish to restore that credit following a return to contributing service for five years.

Not all purchase types are available in all systems.

Visit [ORBIT](#) to download the appropriate form, or contact us at the address or telephone number below for further guidance.

**These guides are subject to and governed by the General Statutes of the State of North Carolina.**