



### Request for Cost Estimate to Purchase Service Credit

Please carefully review this form before completing and returning it to ERFC to ensure accuracy in calculating the cost estimate(s) for your service credit purchase. If you are seeking to purchase five or more years' service credit, you must also submit ERFC-8 *Employment Verification Form*, available on the ERFC website under "Member Forms," or call 703-426-3900. ERFC must receive all of your documentation before any cost estimates can be provided. Your ERFC service credit estimate(s) will be mailed to your home address within 30-45 days of receiving all of your completed documentation.

**PLEASE NOTE:**

- To purchase service credit, you must be enrolled in the **ERFC Benefit Plan Structure (hired before July 1, 2001)**. Members of the **ERFC 2001 Benefit Plan Structure are not eligible to purchase ERFC service credit.**
- You may purchase service credit using rollover checks from other qualified retirement plans, individual retirement accounts (IRAs), tax-deferred annuity 403(b) plans, and certain deferred compensation plans (457(b)). However, some restrictions apply. You are advised to seek assistance from your financial institution to ensure an appropriate transfer of funds. Service credit purchases are not refundable, except under certain limited circumstances.

**Supporting Documentation**

- Satisfactory verification of your age (A copy of your birth certificate or passport.)
- ERFC-8 *Employment Verification Form*. (Available on the ERFC website under "Member Forms" or call 703-426-3900.)
- Satisfactory verification that you are not eligible for a retirement benefit from another retirement system during the same employment period for which the service credit is sought. (See the *ERFC Employment Verification form*.)
- If you are seeking credit for *Favorable Impact Service* for prior employment, supporting documentation must be provided to, and approved by, the Retirement Office before service credit payment can be accepted or processed.

*Purchases of less than five years of service credit may not require the documentation cited in items 2 and 3 if the same information was submitted and accepted by FCPS at the time of hire and remains on file.*

**Important Considerations**

The purpose of purchasing additional service credit with ERFC is to attain 25 years of service as close as possible to age 55. If your total service at age 55 (including *this* service purchase) is less than 25 years, you may wish to reconsider this purchase. Generally, it is *not* advantageous to purchase service credit to exceed a total of 25 years of service.

Purchased service *does not* count toward *vesting credit* with ERFC.

The *maximum* amount of service credit that may be purchased is 10 years, unless it is withdrawn from other eligible employment with FCPS or the Fairfax County government.

You must submit verification from the Virginia Retirement System (VRS) confirming that any Leave of Absence (LOA) credit claim is also *eligible* for purchase in their system, whether or not you choose to purchase the LOA credit from VRS as well.

Service credit purchase(s) should be completed at least *five* years before initiating your ERFC benefits, otherwise your costs will be significantly higher and you may lose all or part of the credit you intended to gain. A penalty fee of 15% of your salary at the time of purchase will be charged for each year or fraction thereof that you retire early. This will reduce your purchased service unless you pay the penalty in a single lump sum. To avoid this penalty, you can remain employed until you reach the five-year minimum *OR* terminate your employment and delay the date to begin receiving your ERFC benefits.

Date of Birth _____	Employee ID # _____	Last Name _____	First Name _____	MI _____
Street Address _____	Apt # _____	City _____	State _____	Zip Code _____
Work Location _____	Occupation _____	Work Phone _____	Home Phone _____	
When is the best time to call you if we have questions about your request? (ERFC's office hours are Monday through Friday, 8 a.m. to 4:30 p.m.)				
Best time(s) to call: a.m. _____ p.m. _____				
Enter the number of years'/months' credit you wish to purchase:				
OR		Years _____	Months _____	
Specify the number of years' service you are trying to reach by a specific age:				
		Years of Service _____	Age _____	
<b>(For example: you may wish to purchase three years + seven months of service credit OR you may be trying to achieve 25 years of service when you reach age 55.)</b>				

<b>Type of Service to be Purchased</b> Check One <input checked="" type="checkbox"/>	
<input type="checkbox"/> Full-time service as an FCPS educational employee.	<input type="checkbox"/> Full-time service as an educational employee outside or at a private school.
<input type="checkbox"/> Full-time service in other employment deemed to have a favorable impact on your FCPS position.	<input type="checkbox"/> Up to five years' full-time service in any other employment.
<input type="checkbox"/> Leave of absence from FCPS.	<input type="checkbox"/> Part-time service with FCPS or Fairfax County as a member of FCERS.