



STATE OF CONNECTICUT  
RETIREMENT SERVICES DIVISION  
OFFICE OF THE STATE COMPTROLLER

**FOR TIER III AND HYBRID  
PLAN MEMBERS ONLY**

RETIREMENT CREDIT PURCHASE REQUEST FOR  
PRIOR MISCELLANEOUS SERVICES FORM  
CO-991 – New 2/2012

- **PRIOR MILITARY SERVICE**
- **PRIOR EMPLOYMENT WITH OTHER STATES**
- **PRIOR CONNECTICUT MUNICIPAL EMPLOYEES RETIREMENT SERVICE**

**PLEASE TYPE OR PRINT**

Any alterations to this form will NOT be accepted

DESCRIPTION OF PURCHASABLE PRIOR SERVICE AND INSTRUCTIONS for State Employees Retirement System (SERS) members: Within certain limitations, retirement credit may be purchased for the categories listed below:

**WAR SERVICE/NATIONAL EMERGENCY MILITARY SERVICE**

Members of SERS are eligible to purchase retirement credit for active duty in the Armed Forces rendered during a period of wartime or national emergency followed by a release under honorable conditions for the time periods categorized by applicable law. **REQUIRED DOCUMENTS:** A copy of discharge papers (DD-214) which clearly show dates of active duty rendered to the Armed Forces with the condition of release (character of service). In some situations, a photocopy of the military retirement credit point history record will be required. (Form 22 is not a sufficient document for retirement review purposes) Retirement credit shall not exceed ten years in total or if military service is being used at another source other than the Federal Government for same period(s). **Cost to member:** 4% x annual full-time rate of compensation upon hire. (Plus, any payroll installment interest --if elected).

**EMPLOYMENT WITH OTHER STATE(S)**

Active full-time state employment with other state or states which offer similar credit provisions to former employees of the State of Connecticut. **REQUIRED DOCUMENTS:** (a) Official statement indicating employment with other state(s) was full-time; (b) actual dates of service; (c) verification of ineligibility for retirement benefits. **NOTE:** At the time of retirement, you can only be credited with one year of employment with other state(s) for each two years of Connecticut state service. Retirement credit for service to another state shall not exceed ten years in total. **Cost to member:** 6% x annual full-time rate of compensation upon hire plus 5% interest per annum from service date to purchase date.

**CONNECTICUT MUNICIPAL EMPLOYMENT**

Any prior period of municipal service while a member of the Connecticut Municipal Employees Retirement System (CMERS). **REQUIRED DOCUMENTS:** Name of municipality and actual dates of service. **NOTE:** You may only apply for municipal service credit for periods during which you were a member of the CMERS. Service is not creditable until you have at least ten years of vesting service under Tier III. **Cost to member:** Contributions made to CMERS plus 5% interest per annum from service date to purchase date.

Be advised that this request for a calculation is non-binding. To receive a cost calculation, fill out this form and return to:  
Retirement Services Division, Attn: Retirement Purchase Unit, 55 Elm Street, Hartford, CT 06106-1775

<b>MEMBER IDENTIFICATION</b>		
EMPLOYEE NUMBER	MEMBER NAME (Last, First, Middle Initial)	LAST 4 DIGITS OF SOCIAL SECURITY NUMBER
CURRENT AGENCY/INSTITUTION	BARGAINING UNIT	MEMBER HIRE DATE
MEMBER MAILING ADDRESS (street number, street name, city, state, zip code)		MEMBER TELEPHONE NUMBER (Where you can be reached between 8: 00 a.m. & 4: 00 p. m.)

<b>MEMBER REQUEST</b>	
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For a Cost Calculation to Purchase Retirement Credit for service listed below, please furnish type of service and dates.

TYPE OF SERVICE	DATES	
	FROM	TO

<b>MEMBER STATEMENT and ACKNOWLEDGEMENT</b>	
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I certify that I have not received and am not entitled to receive any retirement allowance/pension from another source other than the Federal Government for the same years of service I am requesting. I further promise to diligently notify the Retirement Services Division if I become entitled to such a benefit in the future.

**Military Service Acknowledgement: I understand that military service must be applied for within one year of commencement of state service.**

I have read the information contained on this form and to the best of my knowledge, do not have any qualifying service as described above for which I may receive retirement credit in either Tier III, the Hybrid Plan, or have determined to make future application for municipal service or out of state service.

MEMBER SIGNATURE	DATE
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<b>EMPLOYING AGENCY PART</b>	
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**All required supporting documents must be attached; otherwise, this form is invalid and it will not be processed.**

AGENCY CONTACT PERSON (PLEASE PRINT)	BUSINESS UNIT	TELEPHONE NUMBER	DATE
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