

# Service Credit Workbook

Comprehensive Guide for  
Earning and Purchasing  
Service Credit

Public  
Employees  
Retirement  
Association of New Mexico

September 2006



PUBLIC EMPLOYEES RETIREMENT  
ASSOCIATION OF NEW MEXICO

# Service Credit Workbook



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Retirement Association**  
*of New Mexico*

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## *Important Note*

This service credit workbook is intended solely as a convenient guide for members of PERA about service credit. As a result, the information in this workbook is of a general nature and may not apply to all situations. Future changes in the Public Employees Retirement Act or in the rules of the Association may make some information obsolete.

In all situations, the provisions of the Public Employees Retirement Act (PERA), Judicial Retirement Act (JRA), Magistrate Retirement Act (MRA), and the rules of the Association control and override any statement or information contained in this service credit workbook.

This service credit workbook is not a contract. It is not intended to and cannot be considered to create any contractual obligation on the part of PERA.

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## **PERA Forms Relating to Service Credit Included in this Book**

- √ PERA Request Form
- √ Estimate Request to Purchase Additional Service Credit (Air Time) Form
- √ Application to Purchase Additional Service Credit (Air Time) Form
- √ Affidavit for Free Military Service
- √ Employer Certification for Free Military Service

## ***Service Credit***

Service credit is based on the member's employee and employer contributions and is credited to the member's account on a monthly basis. Service credit is credited for the month if the member begins employment on or before the 16<sup>th</sup> day of the month or if the member terminates employment on or after the 15<sup>th</sup> day of the month. Members must also earn at least 50% of their regular monthly salary to earn service credit for any month. No member may earn more than 12 months of service credit in a calendar year unless they are contributing members in a plan which has a 20% enhancement of their service credit. State police, adult correctional officers and municipal detention officers have plans with enhanced service credit.

Full-time employees work 40 or more hours in a week and part-time employees work 20 or more hours but less than 40 hours in a week. A full-time employee earning less than 50% of their reported monthly salary will make employee contributions on that salary for the month but will not earn service credit, even if unpaid leave was taken under the Family Medical Leave Act. Time off from employment while being paid by workers compensation does not count toward retirement eligibility.

There are times when a person working for a PERA-affiliated employer would not be eligible for PERA membership. For example retired members from Educational Retirement Act (ERA), independent contractors, seasonal employees (working less than 9 months), temporary employees and student employees are specifically excluded from PERA membership. A person who is excluded may not purchase service credit to count toward retirement eligibility for that period of employment.

### **After 5 Years of Service Credit**

After earning 5 years of service credit, members are eligible to purchase certain types of service credit and have the ability to retire with age and service requirements.

### **Reciprocity**

PERA and the Educational Retirement Association (ERA) have a reciprocity agreement that allows members who have worked under the PERA and ERA retirement systems to combine service credit from both systems toward retirement. Members may only retire under one system – PERA or ERA, and members retire from the system in which they were last employed. If a member has service credit under more than one PERA coverage plan or under ERA, the Judicial Retirement Act (JRA) or the Magistrate Retirement Act (MRA), the member should write to PERA Member Services concerning their service credit because different provisions regarding service credit apply. If a member worked for more than one employer under the different retirement plans at the same time, this would be overlapping service. Only the service credit earned giving the highest benefit will be used to calculate a member's pension amount. PERA will take precedence over ERA overlapping service credit.



## ***Permissive Service Credit***

Permissive service credit is purchased service credit recognized by PERA for the purposes of calculating a member's retirement benefit, which is available only by making voluntary additional contributions in the amount necessary to fund the benefit attributable to such service credit. A member with 5 or more years of service credit may purchase permissive service credit as permitted by the Internal Revenue Code Section 415(n)(3)(B) limitations on nonqualified service credit.

Subject to the specific requirements of the PERA Act, JRA Act and MRA Act permissive service includes:

- Uniformed Service
- Service with a New Affiliated Employer
- Employment with a utility company, library, museum, transit company or by a nonprofit organization (later taken over by an affiliated employer)
- Civilian Prisoner of War
- Cooperative Work Study (with certain entities)
- Additional Service Credit ("Airtime")

Any member who is interested in purchasing permissive service should fill out the appropriate form at the back of this book and submit the form and any supporting documentation to PERA for processing. Once PERA has finished processing the request, we will send the information requested to the member's address on record. Purchased permissive service credit may not be used for the purposes of calculating the final average salary; it can only be used to satisfy service requirements for retirement eligibility.

## ***Purchasing Service Credit***

PERA members may roll over funds from other eligible retirement accounts to purchase service credit. Assets from an Internal Revenue Service Code Section 457, 403(b), 401(k) or 401(a) account may be used to purchase service credit with PERA. A member must first notify PERA in writing of the intent to purchase service credit. PERA will then conduct an account audit, prepare a purchase agreement and mail the purchase agreement to the member. The member should contact the holder of the retirement account they wish to transfer funds from about the process required for them to transfer the funds to PERA to cover the purchase cost.

A member may also purchase service credit by using a combination of other retirement funds and after-tax dollars, which would be a rollover from another retirement account plus a personal check to cover any difference in the purchase amount. The member may send PERA a personal check, bank check or cashier's check to cover the entire amount of the contract. Be sure to send the payment and signed contract back to PERA by the contract expiration date. Once the contract has expired the member will have to start the process over to obtain a new contract for the purchase.



# Instructions to Rollover Funds to Purchase Qualified Service Credit Under The Economic Growth and Tax Relief Reconciliation Act of 2001 (EGTRRA)

Beginning January 1, 2002, PERA members became eligible to roll over funds from other retirement accounts to purchase qualified service credit under EGTRRA. Assets from an Internal Revenue Service Code Section 457, 403(b), 401(k), IRA or another 401(a) account may be used to purchase qualified service credit with PERA. Members may use these funds to purchase service credit with PERA if all of the following conditions are met:

1. There is a direct rollover from the member's tax-deferred account to PERA;
2. Member's name is on the account from which the funds are transferred; and
3. The financial institution from which the funds are transferred certifies the tax-deferred status of the account (sample of certification attached).

Please follow the steps below to help ensure a smooth transfer of funds.

**Step 1** Contact the financial institution holding the funds that would be rolled over to PERA for the purchase of qualified service credit, verify that the retirement account is allowed under EGTRRA, and request rollover instructions from the financial institution.

**Step 2** If the member has not already done so, make a request in writing to PERA for a calculation to purchase the qualified service credit, i.e. withdrawn service, military service, "Air Time," etc.

**Step 3** Once the member receives the calculation and purchase agreement to purchase qualified service credit with PERA, complete and sign the required PERA purchase agreement for service credit, and provide the completed purchase agreement to the financial institution so they may complete the process.

**Step 4** Instruct the financial institution to provide PERA with the completed PERA purchase agreement, a check on the member's behalf for the purchase amount payable to PERA, and written certification that the funds being transferred are tax deferred.

**Step 5** In order for PERA to successfully complete the transfer, the member must make sure that PERA received the funds and required documentation prior to any deadlines stated in the response to the request made in step 2.

**Step 6** The member should receive a written confirmation from PERA within 15 days from the transfer date. If the member does not receive a written confirmation within this time, please contact PERA Contribution Accounting at (505) 827-4764 or toll free at 1-800-342-3422.



## Uniformed Service

Intervening or free military service is granted to members who are called to active duty while employed by a PERA-affiliated employer and return to PERA-affiliated employment after their military service. PERA will grant free military service credit for the time the member is on active duty after the required documentation has been submitted with a copy of the appropriate DD214 form. PERA membership must be maintained during the time of actual military service in order to earn free military service credit. The Public Employees Retirement Board confirms approval of all free military service credit.

Non-intervening military service may be purchased by members who have service in the military prior to working for a PERA employer or when a member voluntarily enlists in the armed services while still an active PERA member. A member purchasing non-intervening military service must:

- √ Submit a copy of their DD214 form and a written request for the cost calculation.
- √ Have an honorable discharge from active military service.
- √ Have at least 5 years of service credit. (Reciprocity service does not count toward vesting for the purpose of purchasing military service.)

The maximum amount of active military service that can be purchased is 60 months. A member who has less than 60 months of active service may purchase up to the amount of the active service. A member can purchase one month at a time or any number of months.

The purchase price for each month of military service is based on the employee and employer contribution rates under the plan the member is covered by at the time of purchase, which is then multiplied by the average of the highest 36 consecutive months of reported earned salary. The cost for military service credit for members of JRA and MRA is based on the actuarial value. For legislative members the cost for military service credit is equal to 3 times the normal member contribution per year under the coverage plan applicable to the legislative member.

### Example cost calculation for permissive service credit:

Member works for the State of New Mexico under State General Member Coverage Plan 3

Employee Contribution Rate	7.42%
Employer Contribution Rate	16.59%
Average Monthly Salary	\$2,200

Employee contribution rate X average monthly salary       $7.42\% \times \$2,200 = \$163.24$

Employer contribution rate X average monthly salary       $16.59\% \times \$2,200 = \$364.98$

$\$163.24 + \$364.98 = \$528.22$  cost per month of service credit

The member is responsible for paying PERA both the employee and employer contribution portions.





## ***Employed By Utility Company, Library, Museum, Transit Company or by a Nonprofit Organization or a Member who was Employed by an Entity Created by a Joint Powers Agreement Between Two or More Affiliated Public Employers for the Purpose of Administering or Providing Drug or Alcohol Addiction Treatment Services***

A member who was employed by a utility company, library, museum, transit company or by a nonprofit organization administering federally funded public service programs, which was taken over by a PERA-affiliated public employer, or a member who was employed by an entity created by a joint powers agreement between two or more affiliated public employers for the purpose of administering or providing drug or alcohol addiction treatment services whether or not the entity is subsequently taken over by a PERA-affiliated public employer, may purchase service credit for the period of employment subject to the following conditions:

*Note: A member employed by a utility company, library, museum, transit company or by a nonprofit organization administering federally funded public service programs must have been taken over by a PERA-affiliated employer.*

- √ The member pays PERA the employer and employee contributions based on their current employer's retirement plan.
- √ The member must have 5 or more years of service credit before they can purchase this time; and
- √ The total amount of credited service purchased does not exceed 5 years.

The cost formula is the same as the one used to calculate permissive service credit. (See the example on page 4)

## ***Civilian Prisoner of War***

A member who was a civilian prisoner of war captured while in the service to the United States as an employee of the federal government or as a contractor with the federal government may purchase service credit for the period of internment as a civilian prisoner of war. The cost formula is the same as the one used to calculate permissive service. (See the example on page 4) In order to purchase this time a member must:

- √ Provide proof of employment with the federal government or as a contractor with the federal government;
- √ Provide proof of the period of internment; and
- √ Have 5 or more years of service credit before they can purchase this time.



## *Cooperative Work Study*

Members who were appointed to participate in a cooperative work study training program established jointly by the New Mexico Department of Transportation and the University of New Mexico or New Mexico State University may purchase time under the study (school) phase of the work study program. The cost formula is the same as the one used to calculate permissive service. (See the example on page 4) The requirements to purchase cooperative work study time are:

*Other work study programs are not available for purchase with PERA.*

- √ The member must submit a copy of their school transcripts during the school phase.
- √ The member must submit certification from the school, stating the start and end dates for each semester of their school phase.
- √ The member must submit personnel action forms for the work phases of the employment.
- √ The member must have 5 or more years of service credit before they can purchase this time.



## ***Additional Service Credit (“Air Time”)***

Effective July 1, 2003, PERA members with 5 or more years of service credit became eligible to purchase up to 12 months of additional service credit known as “Air Time.” Service credit from employment under the Judicial, Magistrate or Educational Retirement Acts may not be used in computing the 5 years of vested service. The 12 months of “Air Time” can be purchased at one time or in monthly increments any time prior to retirement. Only members covered in the Public Employees Retirement Act are eligible to purchase “Air Time.” Magistrates, judges and metropolitan judges covered under the Judicial or the Magistrate Retirement Act are exempt from purchasing “Air Time.”

*The entire amount paid to PERA for the purchase of “Air Time” cannot be refunded at any time.*

Members may purchase “Air Time” to achieve their pension maximum under their applicable retirement plan. Service credit purchased as “Air Time” cannot be used to determine the final average salary or the pension factor. Nor can the service credit purchased as “Air Time” be used to qualify for a higher pension factor.



**Public Employees  
Retirement Association**  
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## ***“Air Time” Cost Examples***

The following are 3 examples of the cost to purchase “Air Time” using different ages and different retirement plans.

Date of Estimate	January 31, 2005
Date of Birth	July 1, 1974
Hourly Rate of Pay	\$12.50
Months of Credited Service	60 months (5 years)
Retirement Coverage Plan	State General Plan 3
Cost per Month of Air Time	\$641.84
Cost for 12 Months of Air Time	\$7,702.11

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Date of Estimate	January 31, 2005
Date of Birth	September 15, 1959
Hourly Rate of Pay	\$21.00
Months of Credited Service	216 months (18 years)
Retirement Coverage Plan	Municipal Plan 3
Cost per Month of Air Time	\$1,771.49
Cost for 12 Months of Air Time	\$21,257.84

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Date of Estimate	January 31, 2005
Date of Birth	May 17, 1964
Hourly Rate of Pay	\$18.50
Months of Credited Service	228 months (19 years)
Retirement Coverage Plan	Municipal Police Plan 5
Cost per Month of Air Time	\$1,837.61
Cost for 12 Months of Air Time	\$22,051.35

If a member is interested in an estimate of the cost for “Air Time,” they may call PERA and provide their birth date and hourly rate of pay to a Customer Service Representative, who can give a cost estimate over the phone. A member may request a purchase agreement for “Air Time” by sending a written request to PERA and providing a copy of their last pay stub and date of birth.



*The following types of service purchases are not considered permissive service credit. A member may purchase as much withdrawn/forfeited, unremitted service and prior service as they are entitled to.*

## ***Withdrawn/Forfeited Service Credit***

A member has withdrawn or forfeited service credit from when he or she worked for a PERA-affiliated employer in the past and withdrew the member contributions when employment ended. A member may buy the time back once they return to work for a PERA employer and have earned at least one month of service credit or they are a current contributing member of ERA. A member may buy the amount originally withdrawn plus interest from the day the contributions were withdrawn to the date of purchase. Interest rates are as follows:

- Forfeited service prior to 12/31/83 - 5.25%
- Forfeited service from 1/1/84 to 12/31/01 - 10%
- Forfeited service from 1/1/02 to present - 8%

Members may purchase withdrawn service in one lump sum payment or in yearly increments. The smallest time period available for purchase is one year unless the total withdrawn service credit is for less than one year. In that case, a member must purchase the entire amount in one payment. The service credit which was forfeited by a withdrawal of accumulated member contributions will be reinstated when the member pays PERA the amount withdrawn, plus interest.

The interest paid to reinstate forfeited service credit will not be refunded if employment is terminated with an affiliated employer and member contributions are refunded.

## ***Unremitted Contributions***

Employers are responsible for transmitting employee and employer contributions to PERA for all PERA members. If the employer does not report salary for an eligible employee, those contributions which weren't made are called unremitted contributions. It is the employee's responsibility to make sure the service credit they have with PERA is correct. If there is a time period where contributions were incorrectly reported, the member must provide the following information for PERA to make a determination.

- √ Proof of employment status. (for example: Personnel Action Forms showing the position status of full-time, part-time, temporary, etc.)
- √ Certification from the employer, stating the start and term date of the employee.
- √ Certification from the employer, stating the salary history of the employee during the time in question.



## ***Credit for Service Prior to Employer's Affiliation***

This situation occurs when a member worked for an employer before that employer became affiliated with PERA. The member must have 5 or more years of service credit before the member is eligible to purchase prior service. The member must pay PERA for both the employer and member contributions when buying time for this type of service credit. The cost to purchase this prior service credit is based upon the member's current employer's retirement plan and the member's current final average salary. A member may purchase as much prior service as they worked with the new PERA-affiliated employer. The cost formula is the same as the one used to calculate permissive service credit. (See the example on page 4)



## ***Employment with the Federal Government***

A member who has 15 or more years of credited service with PERA and is then employed by the United States government within 30 days of leaving employment with a PERA-affiliated public employer can continue to make contributions to earn PERA service credit. The member would have to sign a contract with PERA in which they would pay the employee and employer contributions based on their salary at the time of termination. The member would make monthly payments to earn service credit with PERA until they qualify for retirement. Then the member would apply for a pension. If the member misses one payment, the contract is cancelled and the member would have to wait until he or she reaches age and service requirements in order to apply for their pension. For further information about the contract, please contact the PERA Contributions Accounting Bureau.

## ***No Refund of Employer Contributions Purchased***

The portion of any purchase cost paid for employer contributions or interest will not be refunded to the member if he or she terminates membership and withdraws accumulated member contributions after service credit is purchased.



## *Correction of Errors and Omissions*

If an error or omission results in an overpayment to the member or beneficiary of a member, the association must correct the error or omission and adjust all future payments accordingly. The association must recover all overpayments made for a period of up to one year prior to the date the error or omission was discovered.

A person who is paid more than the amount that is lawfully due them as a result of fraudulent information provided by the member or beneficiary is liable for the repayment of that amount to the association plus interest on that amount at the rate set by the Board plus all costs of collection, including attorney fees if necessary. Recovery of such overpayments extends back to the date the first payment was made based on the fraudulent information.

Statements of fact or law made by retirement board members or employees of the retirement board or the association do not preclude the retirement board or the association from acting in accordance with the applicable statutes.

*PERA is obligated to correct any information that may be incorrect whether it is the member's or PERA's favor.*



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of New Mexico

# PUBLIC EMPLOYEES RETIREMENT ASSOCIATION OF NEW MEXICO

## PUBLIC EMPLOYEES RETIREMENT BOARD

P.O. Box 2123, Santa Fe, New Mexico 87504-2123

(505) 827-4670 fax (505) 827-4700 voice

www.state.nm.us/pera

### PERA REQUEST FORM

**Instructions: Please print or type in black. Required Fields are in BOLD ITALICS**

<b>EMPLOYEE INFORMATION</b>		
<i>SOCIAL SECURITY NUMBER</i>		
<i>FIRST NAME</i>	<i>MI</i>	<i>LAST NAME</i>
<i>ADDRESS TYPE</i> <input type="checkbox"/> PERMANENT <input type="checkbox"/> TEMPORARY <input type="checkbox"/> MAILING		<i>HOME TELEPHONE NO.</i>
<i>ADDRESS</i>		<i>BUSINESS TELEPHONE NO.</i>
		<i>EMAIL ADDRESS</i>
<i>CITY</i>	<i>STATE</i>	<i>ZIP</i>
<i>DATE OF BIRTH</i>		<i>GENDER</i> <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
<i>PRESENT EMPLOYER</i>		
<b>REQUEST FOR INFORMATION (CHECK ALL THAT APPLY)</b>		
<input type="checkbox"/> Estimate of benefits: Requested for retirement on (date) _____		
1. Beneficiary Name _____ Social Security Number _____      Date of Birth _____		
2. Reciprocity (check all plans that apply) <input type="checkbox"/> PERA <input type="checkbox"/> JRA <input type="checkbox"/> MRA <input type="checkbox"/> ERA		
<input type="checkbox"/> Send Retirement Kit		
<input type="checkbox"/> Purchase of Withdrawn Service: <input type="checkbox"/> Cost of All Years <input type="checkbox"/> _____ Year(s) only Approximate dates of withdrawn service _____		
<input type="checkbox"/> Purchase of Military Service (Copy of DD214 must be attached)		
<input type="checkbox"/> Purchase of Prior service (Attach information on dates of employment and salary)		
<input type="checkbox"/> Total Service Credit Verification		
<i>Please allow 60 days to process your request unless you hear differently from PERA.</i>		
<i>SIGNATURE OF MEMBER</i>		<i>DATE</i>







# ESTIMATE REQUEST TO PURCHASE ADDITIONAL SERVICE CREDIT ("AIR TIME")

Public Employees  
Retirement Association  
of New Mexico  
505-827-4700 or 1-800-342-3422  
P.O. Box 2123  
Santa Fe, NM 87504-2123  
www.state.nm.us/pera

Name \_\_\_\_\_  
Social Security Number \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone: home \_\_\_\_\_ work \_\_\_\_\_

- ◆ Members must be vested with five or more years of service credit to purchase additional service credit (air time).
- ◆ Only members covered by the Public Employees Retirement Act are eligible to purchase this service credit.
- ◆ The ability to purchase permissive service credit, including military service and air time, is limited to a total of five years. Members can purchase air time to achieve their pension maximum under their applicable retirement plan. Air time cannot be used to determine final average salary or the pension factor.

*PERA needs the following information to estimate the cost of air time service credit:*

My date of birth is: \_\_\_/\_\_\_/\_\_\_ I am \_\_\_\_\_ years and \_\_\_\_\_ months old today.

I am employed by: \_\_\_\_\_

I belong to the following PERA Pension plan (check with employer if you are unsure):

State General Plan (circle one) 2 3  
Municipal General Plan (circle one) 1 2 3 4  
Municipal Police Plan (circle one) 1 2 3 4 5  
Municipal Fire Plan (circle one) 1 2 3 4 5  
State Hazardous Duty Plan (circle one) 1 2  
State Police Plan 1 \_\_\_\_\_ (check if applicable)

My hourly rate is: \_\_\_\_\_ (Please provide a copy of your latest pay stub.)

*NOTE: PERA will verify your service credit.*

## EMPLOYEE CERTIFICATION

I certify that the information I have provided is true and correct to the best of my knowledge.

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

## FOR USE BY PERA STAFF

Verify: \_\_\_\_\_ Service credit \_\_\_\_\_ Date of birth \_\_\_\_\_ Employer  
\_\_\_\_\_ Pension plan \_\_\_\_\_ Hourly rate

Verification done by: \_\_\_\_\_





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Santa Fe, NM 87504-2123  
www.state.nm.us/pera

# APPLICATION TO PURCHASE ADDITIONAL SERVICE CREDIT ("AIR TIME")

Name \_\_\_\_\_

Social Security Number \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone: home \_\_\_\_\_ work \_\_\_\_\_

YES NO

\_\_\_\_\_ I previously provided PERA with my most recent pay stub, submitted an estimate request and received an estimate of the cost for purchasing air time.

\_\_\_\_\_ My salary, age and employer's pension plan have not changed since I submitted my most recent pay stub with my air time cost estimate request. If this information has changed, I have enclosed my most recent pay stub with the updated information.

\_\_\_\_\_ I have not previously submit my most recent pay stub but have enclosed it with this application to purchase air time service credit. I understand PERA needs this documentation to compute the cost of purchasing air time.

I would like to purchase \_\_\_\_\_ months of additional service credit ("air time").

## **EMPLOYEE CERTIFICATION**

I certify that I:

- √ Am vested with 5 or more years of service credit.
- √ Have not previously purchased 60 months of permissive service credit, such as military service credit.

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

## **FOR USE BY PERA STAFF**

Verify: \_\_\_\_\_ service credit \_\_\_\_\_ permissive service credit? \_\_\_\_\_ how much  
\_\_\_\_\_ date of birth \_\_\_\_\_ hourly rate \_\_\_\_\_ employer/pension plan





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www.state.nm.us/pera

## AFFIDAVIT FOR FREE MILITARY SERVICE

Instructions: Please print or type in black.

The original of this form must be completed in its entirety and returned to PERA for processing.

### MEMBER INFORMATION

SOCIAL SECURITY NUMBER

FIRST NAME

MI

LAST NAME

ADDRESS TYPE  PERMANENT  TEMPORARY  MAILING

HOME TELEPHONE NO.

ADDRESS

BUSINESS TELEPHONE

CITY

STATE

ZIP

GENDER  MALE  FEMALE

### MEMBER'S AFFIDAVIT

I do affirm:

- That I was an employee of the \_\_\_\_\_ and stopped providing personal service  
Name of Affiliated Public Employer  
on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, to enter uniform service of the United States, with  
Month Year  
\_\_\_\_\_ because of a call to duty, deployment, peacekeeping mission or other declared national  
Branch of Military  
emergency.
- That I entered Military Service on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, and received an honorable  
Month Year  
discharge effective the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_; a copy of my entry and discharge papers  
Month Year  
(DD214) is attached.
- That I did not voluntarily reenlist after the initial term of my military service.
- That I retained my membership in PERA during the period of service in the military.
- That I began providing personal service as an employee to the \_\_\_\_\_ on the \_\_\_\_\_ day of  
Name of Affiliated Public Employer  
\_\_\_\_\_, \_\_\_\_\_.  
Month Year
- That I am not using this period of active duty to obtain or increase a benefit from the Educational Retirement Board or any other state system.
- Further affiant saith not.

Date

Signature of Member

### NOTARIZATION OF MEMBER'S SIGNATURE

State of New Mexico )

) SS:

County of \_\_\_\_\_ )

Subscribed and sworn to (or affirmed) before me by \_\_\_\_\_ on this the \_\_\_\_\_ day of

Name of Member

\_\_\_\_\_, \_\_\_\_\_

Month

Year

My Commission Expires \_\_\_\_\_

Notary Public Telephone No: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Notary Signature \_\_\_\_\_

FOR PERA USE ONLY: Service Credit granted: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

June 2006: Service Credit Book





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### EMPLOYER CERTIFICATION FOR FREE MILITARY SERVICE

Instructions: Please print or type in black.

The original of this form must be completed in its entirety and returned to PERA for processing.

#### MEMBER INFORMATION

SOCIAL SECURITY NUMBER

FIRST NAME

MI

LAST NAME

ADDRESS TYPE  PERMANENT  TEMPORARY  MAILING

HOME TELEPHONE NO.

ADDRESS

BUSINESS TELEPHONE NO.

EMAIL ADDRESS

CITY

STATE

ZIP

GENDER  MALE  FEMALE

#### PART A:

I hereby certify that the above named member was providing personal service as an employee to this department or agency at the time he or she entered uniformed service of the United States because of a call to duty, deployment, peacekeeping mission or other declared national emergency. The records of this department or agency show that the above named employee stopped providing personal service on the

\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.  
Month Year

\_\_\_\_\_  
Name of Affiliated Public Employer

By: \_\_\_\_\_  
Name of Individual Signing Part A of the Certification

\_\_\_\_\_  
Signature of Individual Signing Part A of the Certification

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

#### PART B:

I hereby certify that the above named member began providing personal service to this department or agency upon his or her return from Military Service and that the personal service as an employee began on the

\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.  
Month Year

Alternately, I hereby certify that the above named member is entitled to reemployment rights under the federal Uniformed Service Employment and Reemployment Rights Act of 1994.

\_\_\_\_\_  
Name of Affiliated Public Employer

By: \_\_\_\_\_  
Name of Individual Signing Part A of the Certification

\_\_\_\_\_  
Signature of Individual Signing Part B of the Certification

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

#### INSTRUCTIONS

Part A is to be completed by the PERA affiliated public employer that employed the PERA member at the time the member entered into Military Service.

Part B is to be completed by the same PERA affiliated public employer that employed the PERA member upon return from Military Service.





**Public Employees  
Retirement Association**  
*of New Mexico*

*Santa Fe Office*

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Santa Fe, NM 87504-2123  
505-827-4700 Voice  
505-827-4670 Fax

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2500 Louisiana Blvd. NE, Suite 420  
Albuquerque, NM 87110  
505-883-4503 Voice  
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[www.state.nm.us/pera](http://www.state.nm.us/pera)

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