

**Application for
Retirement Credit
for Service Rendered
Out-of-State**

Tennessee Consolidated Retirement System
502 Deaderick Street
Nashville, Tennessee 37243-0201
1-800-770-8277 ♦ <http://tcrs.tn.gov>



For faster processing, you may complete this application through TCRS Member Self-Service at mytcrs.com. Section 1 is to be completed by the applicant. Section 2 is to be completed by the out-of-state employer. Section 3 is to be completed by the out-of-state retirement system.

SECTION 1. APPLICANT INFORMATION

Member ID	OR Last 4 SSN XXX-XX-	Date of Birth
Full Name		
Mailing Address		
City	State	Zip Code
Email	Home Phone	
Position Held During Time of Service Being Claimed in Other State		
Dates of Service Being Claimed		through
Are you presently a member of the Tennessee Consolidated Retirement System? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Is the service being claimed established with any other pension or retirement plan? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please provide the name of that retirement system.		
Applicant's Signature		Date

Before proceeding, please review the publication, "Should I Consider Purchasing Out-of-State Service", on the TCRS website to confirm out-of-state service will benefit your retirement. If you have any questions about how out-of-state service is credited toward TCRS retirement, please contact our office.

SECTION 2. CERTIFICATION OF SERVICE (to be completed by the out-of-state employer)

The employer is to complete the service and salary information for the above-named employee. This information should only be taken from official payroll records.

Enter the service and salary information of the applicant by fiscal year only (July 1 through June 30). Do not list more than one year of service on a single line. Complete columns A-G with the following information:

SALARY AND SERVICE INFORMATION										
	(A) Name of Employer and School System or Department	(B) Period Served		(C) Months and Days Served		(D) Months in Year	(E) Salary	(F) Status		(G) If Part-Time, % of Time Worked
		From mm/dd/yy	To mm/dd/yy	Actual Months	Actual Days			Part Time	Full time	
Ex.	Bonn County Schools	07/01/62	06/30/63	12	0	12	\$5,000	X		
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

The information provided is correct to the best of my knowledge. I understand that the documents used in certifying this information are subject to audit by the State Comptroller's office. This information was taken from the official records of:

Name of Department or Institution

Phone Number

Mailing Address

City

State

Zip Code

Department Head's Signature

Printed Name and Title

Date

SECTION 3. CERTIFICATION OF SERVICE (to be completed by the out-of-state retirement system)

The above-named individual is seeking to establish credit in the Tennessee Consolidated Retirement System for previous service as a full-time state employee or teacher for a state outside the state of Tennessee. In order to establish this service, the law provides that the member may not be receiving or be eligible to receive credit in any other state for the service being claimed.

Please check your records for the status of the service listed in Sections 1 and 2 and certify the following statements:

Was the individual named in Section 1 a member of your retirement system? Yes No

Is the individual named in Section 1 receiving or entitled to receive, at any time in the future, a benefit from your retirement system based on the service certified in Section 2? Yes No

Comments:

Name of Retirement System

Phone Number

Mailing Address

City

State

Zip Code

Retirement System Official's Signature

Printed Name and Title

Date

Please return this completed form to: Tennessee Consolidated Retirement System
502 Deaderick Street
Nashville, Tennessee 37243-0201