

**APPLICATION TO PURCHASE PERMISSIVE SERVICE CREDIT WITH A  
ROLLOVER OR TRUSTEE TO TRUSTEE TRANSFER FROM AN ELIGIBLE  
RETIREMENT PLAN**

1. Obtain the cost to reinstate previously withdrawn service or to purchase service credit as allowed under WV Code by contacting the WV Consolidated Public Retirement Board (CPRB). (800) 654-4406.
2. Contact the trustee of the retirement plan from which the funds shall be withdrawn to obtain the paperwork that they require to be completed for a distribution. Complete *their* forms to begin the distribution process.
3. Complete the participant portion of the Application to Purchase Permissive Service Credit provided by the CPRB. **(Only tax deferred contributions and associated earnings may be used for the purchase of permissive service credit.)** Make a copy of the form for your records.
4. Send the original Application to Purchase Permissive Service Credit form to the current trustee of your retirement funds for their signature along with a copy of the letter from the CPRB stating the cost for you to purchase the permissive service credit. The current trustee will complete the lower portion of the Application to Purchase Permissive Service Credit and should mail the original form, CPRB cost letter and rollover/transfer payment to the CPRB. **Please read: if all information is not received together, this may cause further delays in processing your purchase and may cause additional interest to be incurred due to not meeting the required deadline per the CPRB Cost Letter.**
5. If you are using personal funds to make this purchase whole, make your personal check payable to CPRB. **Along with your payment, you must reference your social security number and that the remainder of funds will be forthcoming via a rollover/transfer when remitting payment to the retirement board.** All payments should be mailed to the address listed above.

**PLEASE BE ADVISED ALL FORMS INCLUDING THE CHECK(S) MUST BE  
TURNED IN TOGETHER!!!**

**Note: The WV Retirement Board reserves the right to reject any request for repurchase of service due to incomplete or missing documentation. No service purchases using funds from rollovers/transfers will be accepted without prior authorization from the current trustee that the source of funds is an eligible retirement plan as defined under the applicable section of the Internal Revenue Code.**

