



**West Virginia  
Consolidated Public Retirement Board (CPRB)**

601 57th Street SE, Suite 5  
Charleston, WV 25304  
304-558-3570 or 800-654-4406  
[www.wvretirement.com](http://www.wvretirement.com)

**Public Employees  
Retirement System (PERS)**

**Tier II Member  
Request for Cost to Purchase  
Military Service Credit**

Request for Cost to Purchase Military Service pursuant to WV Code § 5-10-15 for members enrolled on or after July 1, 2015

**Section 1: Member Information**

Full Name		Last 4 Digits of SSN	CPRB ID	Date of Birth	Telephone Number	
Member Mailing Address			City	State	Zip Code	
Email Address	Employer Name		Date of Hire	Job Position		

**This form serves as a request for a calculation of the cost to purchase active-duty military service credit under PERS and must be received by PERS within the first 12 consecutive months of your contributing service in PERS. Otherwise, you will not be eligible to purchase military service credit.**

I understand that:

- ♦ This is a request for the cost calculation only and does not bind me to purchase military service, if eligible;
- ♦ I must complete at least 12 consecutive months of contributory service under PERS to be eligible to receive a cost calculation and meet all other eligibility requirements as required under WV Code § 5-10-15. Upon confirmation of eligibility and completion of 12 consecutive months of contributory service, the cost will be calculated, and a cost letter will be mailed to the address listed above. (Please notify our office should your address change);
- ♦ If I leave PERS employment prior to completing 12 consecutive months of contributory service, I will not receive a cost letter and my request will be void. If I later become re-employed in PERS, I must initiate a new request by submitting another request for cost form to PERS within the first 12 consecutive months of contributory service upon my reemployment. If I leave PERS employment after completing 12 consecutive months of contributory service, but before I purchase the military service credit in full, I will not be eligible to purchase said military service; and,
- ♦ Eligibility requirements to receive a cost to purchase military service credit will be assessed upon completion of 12 consecutive months of contributing service. **Submission of this form does not guarantee eligibility to purchase.**

Attached to this form are copies of official documentation (DD-214, etc.) confirming an “Honorable” discharge of my active-duty military service period(s) with entrance and exit dates.

Member Signature	Date
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**Section 2: For CPRB Use Only**

Date of 1st contribution received by PERS	Month eligible to compute cost (after 12 consecutive months of contributory service)	
Purchase must be completed by (48 months from date of 1st contribution)	Date cost provided	Prepared by