



**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)

**Teachers'  
Retirement System (TRS)  
Tier II**

**Application to Purchase  
Military Service Credit**

Request for Cost to Purchase Military Service Pursuant to WV Code §18-7A-17a for members hired 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 TRS. **This form must be received by TRS during your first complete fiscal/school year of contributing service to TRS.** For example, if you are a 200 day employee who works 200 days during the 2016-2017 school year, this form must be received by TRS no later than June 30, 2017. 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 have a complete fiscal year of contributory service and salary under TRS to be eligible to receive a cost calculation and meet all other eligibility requirements as required under WV Code §18-7A-17a. Upon confirmation of eligibility and completion of a complete fiscal year of contributory service and salary, the cost will be calculated, and a cost letter will be mailed to the address listed below. (Please notify our office should your address change);
- ◆ If I retire or leave TRS employment after completing a complete fiscal year of contributory service and salary, but before I purchase the military service credit in full, I will not be eligible to purchase said military service;
- ◆ If I leave TRS employment prior to completing a complete fiscal year of contributory service and salary, I will not receive a cost letter and my request will be void. If I later become re-employed participating in TRS, I must initiate a new request by submitting another request for cost form to TRS during the first complete fiscal year of contributory service upon my reemployment; and,
- ◆ Eligibility requirements to receive a cost to purchase military service credit will be assessed upon completion of a complete fiscal year of contributing service and salary. Submission of this form does not guarantee eligibility to purchase.

**Please attach to this form copies of official documentation (DD-214, etc.) confirming an "Honorable" discharge of active duty military service period(s) with entrance and exit dates.**

|                  |      |
|------------------|------|
| Member Signature | Date |
|------------------|------|