

**FRANKLIN REGIONAL RETIREMENT SYSTEM**  
 278 MAIN STREET, SUITE 311 GREENFIELD, MASSACHUSETTS 01301-3230  
 TELEPHONE: 413-774-4837 FAX: 413-774-5677

*REQUEST TO PURCHASE credit for Prior Non-membership service*

Please complete this form to purchase time.

Name: \_\_\_\_\_ Birth or Former Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Last four digits of SSN#: XXX-XX-\_\_\_\_\_  
 City: \_\_\_\_\_ Current employer: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone #: \_\_\_\_\_

SERVICE YOU WISH TO PURCHASE

<u>Unit where employed</u>	<u>Dates of Service</u>	<u>Was this service refunded?</u> <i>(circle one)</i>
_____	From _____ to _____	Yes or No
_____	From _____ to _____	Yes or No
_____	From _____ to _____	Yes or No
_____	From _____ to _____	Yes or No
_____	From _____ to _____	Yes or No

You must provide documentation for the service stated above in order for us to calculate previous retirement service credit.  
 (Hours worked, days/months worked, salary information.)

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

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**Please note:** Completion of this form does not require you to purchase any previous service credit. This form is only a request for a calculation of its cost. After we receive this request, we will work with you to gather the payroll records necessary to determine the number of hours available to purchase, and the amount of the retirement deductions that would have been taken at the time you worked these hours. Once the amount of the deductions is determined, interest from then until now will be added to the purchase cost. The Board must approve the calculation and documentation before you can purchase this time. After Board approval, we will send you a letter with the calculation, payment options, and any additional information. Interest will continue to accrue until full payment is received. If payment is not completed within 5 years after approval, re-approval is required and will reflect any changes in the law or rules. Purchase is available by lump sum, payroll deduction, personal payment, or transfer from an IRA. Your payment schedule may be 1 to 5 years, but must be paid before you retire.  
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