

Instructions and application for purchasing

Nonpublic school service

(prior to 1973, in MA or another state)

INSTRUCTIONS

If you were employed as a teacher or administrator in a nonpublic, private school (generally, and most often, a parochial school), you may be eligible to purchase credit for your service. Please read and follow these instructions carefully before completing the application.

Step 1: Determine your eligibility

1) Were you engaged in teaching pupils or an administrator in a nonpublic, private school prior to 1973? ... Yes No
If "yes," please go to Question 2. If "no," your service is not eligible for purchase.

2) Was the school in the United States (in Massachusetts or another state)? ... Yes No
If "yes," please go to Question 3. If "no," your service is not eligible, as nonpublic school service rendered in another country is not eligible for purchase.

3) During your employment with this nonpublic school, did you pay into a retirement plan (other than Social Security)? ... Yes No
If "no," you may be eligible to purchase credit for your nonpublic school service; please go to Step 2. If "yes," please go to Question 4.

4) Have you received, or will you be eligible to receive, either a retirement allowance/pension OR a Social Security pension on account of your accumulated service in your nonpublic school employment? ... Yes No
If "no," you may be eligible to purchase credit for your prior service; please go to Step 2. If "yes," your service is not eligible for purchase. If you are entitled to receive a retirement allowance or other similar payment from the nonpublic school system, the federal government or any other source, you are not eligible to purchase this service with the MTRS.

MAIN OFFICE

500 Rutherford Ave., Suite 210
Charlestown, MA 02129-1628
Phone 617-679-MTRS (6877)
Fax 617-679-1661

WESTERN REGIONAL OFFICE

One Monarch Place
Springfield, MA 01144-2048
Phone 413-784-1711
Fax 413-784-1707

ONLINE

mass.gov/mtrs



IMPORTANT REMINDERS: From the time that you begin to gather your required documentation to the time that we send you an invoice, the service purchase process can take several months. If you are approaching retirement and you wish to purchase this service, you should be sure to complete and return your application at least six months before your date of retirement, so please plan ahead. As a reminder, service cannot be purchased after the effective date of your retirement. Have questions or need assistance? Please don't hesitate to contact our main office at 617-679-6877. We're here to help!

Step 2: Review these Q&A to understand the restrictions and application process

Are there any requirements or restrictions I should know about?

Yes—you may purchase a maximum of ten years of credit for your nonpublic school service, in Massachusetts or out-of-state, subject to the following restrictions:

- The amount of your nonpublic service purchase cannot exceed the amount of your creditable Massachusetts teaching service at the time of your retirement.
- You cannot purchase more than a total of ten years of creditable service for all of your out-of-state and Department of Defense teaching service combined.
- At the time of your retirement, you must have a matching year of Massachusetts membership as a teacher in the MTRS, Massachusetts State Retirement System or Boston Retirement System for each year of nonpublic teaching service and out-of-state teaching service you wish to purchase, and you cannot count the same Massachusetts service toward both types of purchases. For example, if you wish to purchase three years of Department of Defense dependent school service, three years of out-of-state teaching service, and four years of Massachusetts nonpublic teaching service, you must have at least ten years of Massachusetts membership service as a teacher in the MTRS, Massachusetts State Retirement System or Boston Retirement System at the time of your retirement.
- At the time of your retirement, we will require that you obtain an updated *Social Security Statement* from the Social Security Administration to prove that you remain ineligible for Social Security benefits.

How can I determine if it makes financial sense for me to purchase all—or just a portion—of my nonpublic school service?

Depending on how much creditable service you will have at the time of retirement, purchasing your nonpublic school service credit may or may not make financial sense for you. Please be aware that a retirement allowance can be no higher than 80 percent of your allowable final salary average, and a service purchase, once made, cannot be refunded. So, before you decide to purchase this service,

or decide how much to purchase, please consider whether you expect to be at or near the 80 percent maximum at the time of your retirement *without* this purchase.

To compare your retirement benefits both *with* and *without* this service purchase, visit our website at mass.gov/mtrs and use our online estimator.

Step 3: Apply to purchase this service

If you have read and understand the Q&A in Step 2, and believe that you are eligible to apply to purchase credit for your nonpublic school service, please:

- 1) **Complete** ALL of Part 1 of the application form, and just Section 1 of Part 2.
- 2) **Obtain** a copy of your *Social Security Statement* from the Social Security Administration, if you don't already have one. This is a document issued by the Social Security Administration that documents how many "quarters" you have accumulated toward a Social Security benefit. You may request your form from Social Security (phone 1-800-772-1213; online www.ssa.gov).
- 3) For completion of the remainder of **Part 2**, contact the payroll or business office of your prior nonpublic school district and explain that, for purposes of potentially purchasing your prior service credit, you need documentation of your service, and that you would like to have a representative complete a portion of your application. Ask this person to complete Part 2 and then return the form to you.
- 4) **Make** a copy of your completed application and *Social Security Statement* for your records.
- 5) **Submit** your completed **original** application pages and *Social Security Statement* to either our main or Western Regional office (addresses on form). Please note that your application will not be accepted unless **ALL** sections are complete; if any required sections are not complete, your form will be returned to you for completion.

After we receive your completed application, we will review it, determine your eligibility to purchase the service, and, if eligible, send you an invoice. Along with your invoice, you will receive information regarding how you may pay for your purchase.

How is the cost of my service purchase calculated?

The cost of purchasing your past service is based on what you would have paid in retirement contributions to the MTRS during the period of your employment with the nonpublic school as if you had been a member of the MTRS, plus actuarial interest* (currently, 8.00%) to date.*

If your school is unable to provide your salary information for the period in question, then we will multiply the MTRS contribution rate of 5 percent (the rate that was in effect for all members prior to 1975) by the state's average salary for the year(s) in which you rendered your service (see chart, below).

Example: If you taught in a nonpublic school from September 1969 to June 1970, and your actual salary is unavailable, your cost to

purchase that year of service would be \$516, plus actuarial interest from September 1969 to the date of your purchase.

40% of the 1969 calendar year salary of \$9,900	\$	3,960		
+ 60% of the 1970 calendar year salary of \$10,600	+	6,360		
		<hr/>		
Assumed salary for 1969–70 school year	\$	10,360		
x Contribution rate of 5%	x	0.05		
		<hr/>		
Annual contributions to MTRS for period	\$	516		
+ Actuarial interest from September 1969 to date of purchase+	+	Interest		
		<hr/>		
Total purchase cost			Total cost	

TABLE OF STATE AVERAGE SALARIES FOR CALCULATING NONPUBLIC SCHOOL SERVICE PURCHASE COST

Year . . . Salary	Year . . . Salary	Year . . . Salary	Year . . . Salary	Year . . . Salary	Year . . . Salary
1950 . . . \$2,700	1954 . . . \$3,500	1958 . . . \$4,400	1962 . . . \$5,500	1966 . . . \$7,500	1970 . . . \$10,600
1951 . . . \$2,900	1955 . . . \$3,700	1959 . . . \$4,600	1963 . . . \$6,000	1967 . . . \$8,500	1971 . . . \$11,300
1952 . . . \$3,100	1956 . . . \$4,000	1960 . . . \$4,800	1964 . . . \$6,500	1968 . . . \$9,200	1972 . . . \$12,000
1953 . . . \$3,300	1957 . . . \$4,200	1961 . . . \$5,000	1965 . . . \$7,000	1969 . . . \$9,900	

*EXCEPTION: If you established membership in a Massachusetts public retirement system on or after April 2, 2012, and you had previously been a member of a Massachusetts public retirement system and taken a refund of your account, you will have one year from the date that you re-entered public service to apply and pay for your service purchase at the lower "buyback" rate (currently, 4.00%). After your first year of re-entry to membership, you will be subject to actuarial interest.



Service credit purchase application
Nonpublic school service (prior to 1973, in MA or another state)

Part 1 of 2: To be completed by applicant

INSTRUCTIONS TO APPLICANT

- If you were employed as a teacher or administrator in a nonpublic school in the United States, you may be eligible to purchase credit for your prior service as creditable service toward your MTRS retirement. To apply, please:
1) COMPLETE ALL sections of Part 1, and just Section 1 of Part 2. Be sure to obtain your Social Security Statement from the Social Security Administration; this statement documents the number of "quarters" you have earned toward a Social Security benefit.
2) For completion of the remainder of Part 2, CONTACT the payroll or business office of your prior nonpublic school district in which your service was rendered (the district named in line j, below), and ASK an official representative there to complete Part 2 and return the form to you.
3) REVIEW Parts 1 and 2 to ensure that all have been COMPLETED IN FULL and signed.
4) MAKE a copy of your completed application for your records.
5) SUBMIT THE ORIGINAL PAGES OF BOTH PARTS of your completed application together, in the same envelope, to either our main or Western Regional office (addresses above). IF ANY PART IS NOT COMPLETE, OR IF BOTH PARTS ARE NOT SUBMITTED TO THE MTRS AT THE SAME TIME, YOUR APPLICATION WILL NOT BE PROCESSED UNTIL IT IS COMPLETE.

PART 1, SECTION 1

APPLICANT DATA, STATEMENT AND SIGNATURE

a) Social Security number XXX-XX-XXXX
b) MTRS member number, if known. Not known
c) Name
d) Former/maiden name, if applicable Not applicable
e) Mailing address. Number and street
City State ZIP
f) Phone number Home Cell Work
g) E-mail
h) Are you currently employed by a Massachusetts school district? No Yes. If "yes":
Name of current employer
Current MTRS employment status. . . . Check one Active On an authorized leave of absence for not more than one year
i) Do you anticipate retiring within the next six months? No Yes, approximate mm/yyyy
j) Nonpublic school district in which this past service was rendered
k) Approximate period of service mm/dd/yyyy From to
l) Your position title at that time (e.g., teacher)
m) During your employment, did you pay into a retirement plan (other than Social Security)? No Yes
n) Have you received, or will you be eligible to receive, a retirement benefit based on this service? No Yes

I, the above-named member of the Massachusetts Teachers' Retirement System, hereby apply to purchase prior nonpublic school service. I understand that if I wish to purchase this service, I must: have Part 2 of this application completed by a representative from my prior school district; and, submit Parts 1 and 2 together to the MTRS at the same time. Additionally, I understand that I must: apply for this service purchase while I am a member in service (either an active member of the MTRS or an inactive member on an authorized leave of absence for not more than one year); and, pay the total amount due before my date of retirement from the MTRS. I certify under the penalties of perjury that the information I have provided here is true and accurate.

MANDATORY: I have attached a copy of my recent Social Security Statement.

Signature [X] Date



Service credit purchase application

Nonpublic school service

(prior to 1973, in Massachusetts or another state)

Part 2 of 2: Section 1 to be completed by applicant

Sections 2-4 to be completed by nonpublic school payroll official

PART 2, SECTION 1

APPLICANT DATA

Instructions to applicant:

Please provide your personal data and then forward these two pages to the payroll official of the nonpublic school in which you rendered your prior service for completion of Part 2.

The payroll officer will then return these completed pages to you, and you are responsible for forwarding Parts 1 and 2 to the MTRS in order to apply to purchase this service.

a) Name of applicant []
b) Social Security number. XXX-XX-XXXX []
c) Former/maiden name, if applicable [] Not applicable
d) Mailing address Number and street []
City [] State [] ZIP []
e) Phone number [] Home Cell Work
f) E-mail []
g) Nonpublic school in which past service rendered []
h) Period of service mm/dd/yyyy From [] to []
i) Applicant's position title at that time (e.g., teacher) []

INSTRUCTIONS TO PAYROLL OFFICIAL OF NONPUBLIC SCHOOL DISTRICT

The member of the Massachusetts Teachers' Retirement System named above wishes to apply to purchase credit for his or her service rendered with your school. At this time, the member and the MTRS respectfully request that you please complete Part 2 of the application, as follows:

- 1) Verify that the applicant was employed by your school during the period listed in h, above.
2) Complete Sections 2 through 4, below, and make a copy of these two pages for your records.
3) Return the originals of these two pages directly to the applicant. It is then the applicant's responsibility to submit his or her application to the MTRS.

If you have any questions, please contact us at 617-679-6877. Thank you for your assistance!

PART 2, SECTION 2

APPLICANT'S GENERAL DATA

a) Was the applicant's service rendered on either a substitute or a temporary basis? ... Yes No
b) Did the position require certification by a Department of Education? Yes No
c) Was the applicant eligible to participate in a retirement plan, including Social Security or other similar plan? Yes No
If "yes," please identify the retirement plan other than Social Security..... []

Applicant's name

MTRS member number

PART 2, SECTION 3 SERVICE AND SALARY VERIFICATION

Please report the applicant's service with your school. Please:

- List each school year separately (for example, 1969–70 on one line, 1970–71 on another).
- For Employment status, indicate percentage of full-time employment (% FT). For example, indicate full-time as "100%," half-time, as "50%."
- List compensation actually paid for the service rendered and report any retirement payments made by the employee and/or by the employer on his or her behalf. If additional space is needed, please make a photocopy of this sheet.

School year	Number of months in school year			Period of employment		Position title	Employment status % FT	Actual salary paid	Amount of retirement benefits paid (if any)			
	10	11	12	From mm/dd/yyyy	To mm/dd/yyyy				By employee		By employer	
									Social Security	Other	Social Security	Other
				/ /	/ /		%	\$	\$	\$	\$	\$
				/ /	/ /		%	\$	\$	\$	\$	\$
				/ /	/ /		%	\$	\$	\$	\$	\$
				/ /	/ /		%	\$	\$	\$	\$	\$
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				/ /	/ /		%	\$	\$	\$	\$	\$
				/ /	/ /		%	\$	\$	\$	\$	\$
				/ /	/ /		%	\$	\$	\$	\$	\$

PART 2, SECTION 4

STATEMENT AND SIGNATURE OF SCHOOL DISTRICT PAYROLL OFFICIAL

I certify that the information I have provided above is true and accurate.

Signature of payroll department official... Date

Name (please print)

Title

Nonpublic school...

Address

City State Zip

Phone

Fax

E-mail

Website (URL)

REMINDER: Please return these two ORIGINAL pages directly to the applicant, not the MTRS. Thank you!