

Purchasing Future Service Credit Checklist

90 Days Before Your Retirement Date With URS

Submit an Application for Purchase of Future Service Credit

Section A » You complete

Section B » Human Resources/Employer completes

Note: It may take up to 45 days to determine the exact cost. Once the cost has been calculated, we will send a notification to your email address on file at the time of the calculation. Find the cost by logging in to myURS at www.urs.org.

60 Days Before Your Retirement Date With URS

If rolling over funds from an outside plan to a URS Savings Plan, check with the other institution about timeline requirements.

15 Days Before Your Retirement Date With URS

Start payment process (purchase must be completed before retirement date with URS)

- » Roll over funds from URS Savings Plan
 - » Roll over funds from outside agency
 - » Lump-sum payment or employer participation
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1-2 Days Before Your Retirement Date With URS

Call URS to verify payment has been completed.

Immediately After Payment is Complete

An online retirement application will be made available at myURS. We will send a notification to your email address on file when the online retirement application is available.