



**Did you know ERFCDirect is your online account portal?** Access your personal information at [www.erfc.direct](http://www.erfc.direct)



3110 Fairview Park Drive, Suite 300  
Falls Church, VA 22042  
703-426-3900 | [erfcension.org](http://erfcension.org)

## Request for Cost Estimate to Purchase Service Credit

Please carefully review this form before completing and returning it to ERFC to ensure accuracy in calculating the cost estimate(s) for your service credit purchase. If you are seeking to purchase five or more years' service credit, you must also submit ERFC-8 *Employment Verification Form*, available on the ERFC website under "Member Forms," or call 703-426-3900. ERFC must receive all of your documentation before any cost estimates can be provided. Your ERFC service credit estimate(s) will be mailed to your home address within 30-45 days of receiving all of your completed documentation.

### PLEASE NOTE:

- To purchase service credit, you must be enrolled in the ERFC Benefit Plan Structure (hired before July 1, 2001). Members of the ERFC 2001 Benefit Plan Structure are not eligible to purchase ERFC service credit.
- You may purchase service credit using rollover checks from other qualified retirement plans, individual retirement accounts (IRAs), tax-deferred annuity 403(b) plans, and certain deferred compensation plans (457(b)). However, some restrictions apply. You are advised to seek assistance from your financial institution to ensure an appropriate transfer of funds. Service credit purchases are not refundable, except under certain limited circumstances.

### Supporting Documentation

1. Satisfactory verification of your age (A copy of your birth certificate or passport.)
2. ERFC-8 Employment Verification Form. (Available on the ERFC website under "Member Forms" or call 703-426-3900.)
3. Satisfactory verification that you are not eligible for a retirement benefit from another retirement system during the same employment period for which the service credit is sought. (See the ERFC Employment Verification form.)
4. If you are seeking credit for Favorable Impact Service for prior employment, supporting documentation must be provided to, and approved by, the Retirement Office before service credit payment can be accepted or processed.

*Purchases of less than five years of service credit may not require the documentation cited in items 2 and 3 if the same information was submitted and accepted by FCPS at the time of hire and remains on file.*

### Important Considerations

The purpose of purchasing additional service credit with ERFC is to attain 25 years of service as close as possible to age 55. If your total service at age 55 (including this service purchase) is less than 25 years, you may wish to reconsider this purchase. Generally, it is not advantageous to purchase service credit to exceed a total of 25 years of service.

Purchased service does not count toward vesting credit with ERFC.

The maximum amount of service credit that may be purchased is 10 years unless it is withdrawn from other eligible employment with FCPS or the Fairfax County government.

You must submit verification from the Virginia Retirement System (VRS) confirming that any Leave of Absence (LOA) credit claim is also eligible for purchase in their system, whether or not you choose to purchase the LOA credit from VRS as well.

|                       |                     |                   |                   |                 |       |
|-----------------------|---------------------|-------------------|-------------------|-----------------|-------|
| <hr/>                 | <hr/>               | <hr/>             | <hr/>             | <hr/>           | <hr/> |
| <i>Date of Birth</i>  | <i>Employee ID#</i> | <i>Last Name</i>  | <i>First Name</i> | <i>MI</i>       |       |
| <hr/>                 | <hr/>               | <hr/>             | <hr/>             | <hr/>           | <hr/> |
| <i>Street address</i> | <i>Apt #</i>        | <i>City</i>       | <i>State</i>      | <i>Zip Code</i> |       |
| <hr/>                 | <hr/>               | <hr/>             | <hr/>             | <hr/>           | <hr/> |
| <i>Work Location</i>  | <i>Occupation</i>   | <i>Work Phone</i> | <i>Home Phone</i> |                 |       |
| <hr/>                 | <hr/>               | <hr/>             | <hr/>             |                 |       |

When is the best time to call you if we have questions about your request? (ERFC's office hours are Monday through Friday, 8 a.m. to 4:30 p.m.) Best time(s) to call: a.m. \_\_\_\_\_ p.m. \_\_\_\_\_

Enter the number of years'/months' credit you wish to purchase:  
 OR  
 Specify the number of years' service you are trying to reach by a specific age:

|  |                         |               |
|--|-------------------------|---------------|
|  | <hr/>                   | <hr/>         |
|  | <i>Years</i>            | <i>Months</i> |
|  | <hr/>                   | <hr/>         |
|  | <i>Years of Service</i> | <i>Age</i>    |

*(For example: you may wish to purchase three years + seven months of service credit OR you may be trying to achieve 25 years of service when you reach age 55.)*

|   |  |
|---|--|
| Type of Service to be Purchased <i>Check One</i> ✓  |  |
| <input type="checkbox"/> Full-time Service as an FCPS educational employee<br><br><input type="checkbox"/> Full Time service in other employment deemed to have a favorable impact on your FCPS position<br><br><input type="checkbox"/> Leave of absence from FCPS | <input type="checkbox"/> Full-time Service as an educational employee outside FCPS or at a private school<br><br><input type="checkbox"/> Up to five years' full-time service in any other employment<br><br><input type="checkbox"/> Part-time service with FCPS or Fairfax County as a member of FCERS |

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*