



## Using Service Credit Earned Outside the Washington State Teachers' Retirement System (TRS)

If you are a member of TRS Plan 2, you have two options that allow you to use service credit earned as a teacher outside TRS:

- Out-of-State Service Credit Program – page 2
- Public Education Experience Program – page 4

You may take advantage of one or both of these programs (see example on page 6).

### How do I decide which way to use service credit earned outside TRS?

This will depend on your personal situation, and the eligibility rules as described inside this brochure. The table below shows some of the key differences between the two ways you may use service credit.

Out-of-State Service Credit Program	Public Education Experience Program
No payment required	Payment is required
No limit to how much out-of-state service credit you may use	You may purchase up to seven years of service credit
Service credit must be earned in an out-of-state public retirement system that covers teachers	Service credit must be earned as a teacher in a public school in another U.S. state or with the U.S. federal government and covered by a retirement or pension system
Allows you to qualify for early retirement	Allows you to qualify for normal or early retirement
Retirement benefit is based only on your Washington state service credit; the out-of-state service credit is not used in your benefit calculation	Retirement benefit is based on both your TRS service credit and the service credit you purchase
Must be a vested member of TRS	Must be an active member with two years of TRS service credit



## Out-of-State Service Credit Program

If you are a vested member of TRS Plan 2 you may use service credit earned in an out-of-state public retirement system that covers teachers to qualify for early retirement. However, it's important to remember that only your Washington state service credit will be used to calculate your retirement benefit. Your benefit will be reduced for each year you are under age 65, and for any out-of-state service credit used.

### What is my normal retirement age?

You are eligible for normal retirement at age 65 if you have at least five service credit years.

### What is the earliest age I can retire?

Retirement before age 65 is considered an early retirement. You can retire as early as age 55 with a reduced benefit if you have at least 20 service credit years. There is less of a benefit reduction for early retirement if you have 30 or more years of service credit.

In some cases you can retire at age 62 with an unreduced benefit (see the table on page 3).

### How can I use out-of-state service credit?

If you have enough Washington state service credit to qualify for a normal retirement at age 65, there is no need to use your out-of-state service credit.

If you **do not** have enough Washington state service credit to retire early with at least 20 years, and you are at least age 55, you may use your out-of-state service credit to qualify for and begin collecting a benefit. However, your benefit will be reduced for each year you are under age 65.

If you have at least 20 years of Washington state service credit, and you want to reach 30 years, you may qualify for a smaller benefit reduction if you use your out-of-state service credit.

### How do the benefit reductions apply if I use out-of-state service to reach 20 years of service credit?

If you use out-of-state service credit to reach 20 years, your benefit will be reduced for each year you are under age 65.

#### EXAMPLE:

Suppose you are 57 years of age with 17 years of Washington state service credit and a monthly Average Final Compensation (AFC) of \$5,000. You have three years of out-of-state service credit that you could use to meet the 20-year service requirement for early retirement. Your benefit would be reduced based on the difference between your age (57) and the normal retirement age (65). Your early retirement factor would be .442 in this case, because you are eight years away from age 65. (See page 3 for a listing of early retirement factors.) While your out-of-state credit helps you qualify for retirement, your benefit is calculated using only the 17 years of Washington state service credit.

Here's how the calculation works:

$$\begin{aligned} &\text{Service Credit Years} \times 2\% \times \text{AFC} \times \\ &\text{Early Retirement Factor} = \text{Monthly Benefit} \\ &17 \times 2\% \times \$5,000 \times .442 = \$751.40 \end{aligned}$$

**Your monthly retirement benefit would be \$751.40**

## How do the benefit reductions apply if I use out-of-state service to reach 30 years of service credit?

There are two reduction factors that apply if you use your out-of-state service to retire with 30 service credit years. One reduction factor is based on the amount of out-of-state service credit you are using to reach 30 years. The other reduction factor is determined by subtracting the out-of-state service credit you are using from the total number of years you are retiring early.

### EXAMPLE:

Suppose you are age 57 with 25 years of Washington State service credit and a monthly AFC of \$5,000. You plan to retire on November 1, 2016. If you retire *without* using the out-of-state service program, your benefit would be reduced by a factor of 0.442 (you are retiring eight years early with 25 years of service). However, if you have five years of out-of-state service, you qualify for the reduction factors available to those with 30 years of service and your benefit reduction would be smaller. Here are the steps for calculating your benefit:

#### Step 1 – Determine your base benefit

TRS Service Credit Years x 2% x AFC = Base Benefit  
 $25 \times 2\% \times \$5,000 = \$2,500$

#### Step 2 – Determine the first benefit reduction

The factor is based on the number of years of out-of-state service you are using. In the following chart, use the column for at least 20 years of service. The factor for five years is .594.

Base Benefit x Reduction Factor 1 = Reduced Benefit 1  
 $\$2,500 \times .594 = \$1,485$

#### Step 3 – Determine the final reduced benefit

The final factor is determined by subtracting the years of out-of-state service you are using to reach 30 years from the total number of years you are retiring early (8 - 5 = 3 years). In the following chart, use the columns for 30 years or more of service.

### EXAMPLE CONTINUED:

Because you were hired before May 1, 2013, and retiring after September 1, 2008, you can choose which factor to use – either 1.00 (the 2008 Early Retirement Factor [ERF]) or 0.91 (the three percent ERF).

Reduced Benefit 1 x Reduction Factor 2 =  
 Final Reduced Benefit

#### Your benefit using the 2008 ERF:

$\$1,485 \times 1.00 = \$1,485$

#### Your benefit using the three percent ERF:

$\$1,485 \times 0.91 = \$1,351.35$

The 2008 ERF provides a smaller benefit reduction, but imposes stricter return to work rules. Please see the *Thinking About Retiring Early?* brochure for more information.

Early Retirement Factors				
Years to age 65	At least 20 years service	30 years or more service (prorated monthly)		
		3% ERF	2008 ERF	5% ERF*
10	0.365	0.70	0.80	0.50
9	0.401	0.73	0.83	0.55
8	0.442	0.76	0.86	0.60
7	0.487	0.79	0.89	0.65
6	0.537	0.82	0.92	0.70
5	0.594	0.85	0.95	0.75
4	0.657	0.88	0.98	0.80
3	0.728	0.91	1.00	0.85
2	0.808	0.94	1.00	0.90
1	0.898	0.97	1.00	0.95

\* If you were hired on or after May 1, 2013, have 30 years of service credit and are age 55 or older, your ERF reduces your benefit by 5% for each year (prorated monthly) before age 65.

## Public Education Experience Program

Eligible members of TRS Plan 2 can purchase service credit for public education experience earned as a teacher outside TRS (as defined by your former retirement system). The service credit purchased is considered membership service, may be used to qualify for normal or early retirement, and will be used in calculating your benefit. To help determine your costs, you may wish to use the Buy Back calculator for Public Education Experience at <https://fortress.wa.gov/drs/drsservices/buyback>.

To be eligible, you must:

- Be an active member of TRS Plan 2; and
- Have earned at least two years of TRS service credit.

### How much can I purchase?

You may purchase up to seven years of service credit in whole month increments. Multiple purchases are not allowed. For example, if you purchased four years of public education experience, you will not be able to make another purchase even though your total is less than seven years.

### What type of public education experience qualifies for service credit purchase?

Qualifying public education experience is that which you have earned as a teacher in a public school in another U.S. state or with the U.S. federal government. While working as a teacher, you must have been granted service credit in a retirement or pension system. Your former retirement system will be required to verify this information on your service credit purchase application.

### How much does it cost to purchase the service credit?

You must pay the actuarial equivalent value of the resulting increase in your future benefit. The actuarial equivalent value is the amount needed today to pay for the increase in your monthly benefit over your lifetime.

Use the service credit purchase formula in the next column to calculate your cost:

**Part 1:** Annual Average Salary x Service Credit Years to Purchase x Factor 1

**Part 2:** Annual Average Salary x Current Service Credit Years x (Factor 1 – Factor 2)

**Total Cost** = Part 1 cost + Part 2 cost

**The Part 1 cost** pays for the additional value of the service credit you plan to purchase.

**The Part 2 cost** pays for the increased value of your current service credit. The value of your current service credit may increase with this purchase because you may be eligible for earlier retirement, better early retirement factors, or both. For some situations your Part 2 cost will be \$0. The factors used in the example below are for illustrative purposes only. Please see the DRS website for current factors.

#### EXAMPLE:

Ron is an active TRS Plan 2 member who currently has 17 years of service and wants to purchase three years of service credit to reach 20 years. Ron is 49. His annual average salary is \$49,992. We calculate the cost of Ron's service credit purchase like this:

**Part 1:** \$49,992 (annual average salary) x 3 (years to purchase) x 0.1824 (factor 1) = \$27,356

**Part 2:** \$49,992 (annual average salary) x 17 (current service credit) x (0.1824 - 0.1611) (factor 1 - factor 2) = \$18,102

**Total Cost:** \$45,458 = \$27,356 + \$18,102 (Part 1 + Part 2)

**Do I need to give up my right to a benefit from my former public retirement system for the service credit I purchase in TRS?**

No. At the time you purchase service credit in TRS, you only need to prove that:

- You are not currently receiving a benefit from your former system; and
- You are not currently eligible for an unreduced benefit from your former public retirement system.

Your former public retirement system must verify this information on your application.

**When do I pay?**

You must pay your service credit bill in full within 90 days of the bill issue date. You will receive your bill after we receive your application.

**Can I make installment payments?**

You are not allowed to make installment payments.

**How do I pay?**

Payment must be made in full in a lump sum. You may make direct payment with either a personal or cashier's check. In many cases it's also possible to transfer funds from another eligible retirement account to pay your bill. However, DRS cannot accept funds in excess of the cost to make your purchase. You are advised to check with the administrator of your account to see if you can transfer those dollars. DRS is classified by the Internal Revenue Service as a 401(a) account.

**Can I retire before I send DRS my payment?**

No. We must receive your complete payment before you retire.

**Can my employer choose to contribute to the purchase?**

Your employer may choose to contribute to the cost of your service credit purchase. Payments sent in by employers must reference your bill number on the check.

**Can I purchase this service credit if I am a substitute teacher?**

Yes. If you are a substitute teacher who is currently reported by your employer as an active substitute, and you meet the eligibility requirements.

**How is my payment applied to my account?**

Your entire payment will be applied to your member account when paid in full.

**What happens to my payment if I quit work and withdraw my contributions?**

When you separate from employment and request a refund of your contributions, the payment you made to purchase this service credit will be refunded to you.

**How do I apply for one or both of these programs?**

The attached application must be completed by you and your former retirement system to verify your previous service.

Complete Section 1 of the attached application. Send it to the retirement system where you earned the service credit. The retirement system should complete Section 2 and return the application to DRS. Please refer to the instructions on the back of the application.

## How do I take advantage of both programs?

The following example shows how to take advantage of both programs. The factors used in the example below are for illustrative purposes only. Please see the DRS website for current factors.

### EXAMPLE:

Mary is 60 years of age with 13 years of Washington state service credit and would like to retire. Mary has seven years of service credit earned in another state that she can use to meet the 20-year service requirement for early retirement. She decides to purchase five years under the Public Education Experience Program and use two years to qualify under the Out-of-State Service Credit Program. Mary must purchase her Public Education Experience Service Credit while she is an active member. This is an example of Mary's cost:

**Part 1 Cost** \$54,986 = \$51,996 x 5.00 x 0.2115

**Part 2 Cost** \$0 = \$51,996 x 13.00 x (0.2115 - 0.2115)

**Mary's total cost to purchase five years of service credit is \$54,986.**

Once Mary purchases the five years of service credit, it is applied to her total membership service. Now she has 18 years of service credit. If she uses her other two years to qualify for early retirement, her benefit will be reduced based on her age (60) and the normal retirement age (65). In this case an early retirement factor of .594 would be applied, as Mary would have 20 years of service and be five years away from 65. Mary's benefit will be calculated using only the 18 years of Washington state service credit. See an example of how the calculation works in the next column:

### EXAMPLE CONTINUED:

$$\begin{aligned} & \text{TRS Service Credit Years} \times 2\% \times \text{AFC} \times \\ & \text{Early Retirement Factor (see table on page 3)} = \\ & \text{Monthly Benefit} \\ & 18 \times 2\% \times \$4,333 \times .594 = \$926.57 \end{aligned}$$

**Mary's monthly retirement benefit would be \$926.57**

### Contacting DRS

For more information about using service credit earned outside Washington state, visit the website or contact DRS directly. DRS office hours are 8 am to 5 pm, Monday through Friday, except legal holidays.

Website: [www.drs.wa.gov](http://www.drs.wa.gov)

Telephone: 800.547.6657, or  
360.664.7000 in the Olympia area

TTY: 711

Email: [recep@drs.wa.gov](mailto:recep@drs.wa.gov)

Address: PO Box 48380  
Olympia, WA 98504-8380

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### Summary Description

The rules that govern using service credit earned outside Washington state are contained in state retirement law. This publication is a summary, written in non-legal terms. It is not a complete description of the law. If there are conflicts between what is written in this publication, and what is contained in the law, the applicable law will govern.



**TEACHERS' RETIREMENT SYSTEM (TRS)**  
**PLAN 2 APPLICATION FOR OUT-OF-STATE SERVICE  
 AND PUBLIC EDUCATION EXPERIENCE**

PO Box 48380 Olympia, WA 98504-8380 ♦ www.drs.wa.gov  
 Toll Free: 800.547.6657 ♦ Olympia Area: 360.664.7000 ♦ TTY: 711

**SECTION 1: Member Information – To be completed by the member**

**Please read the instructions carefully, located on the back of this form, before completing.**

Member Name			Social Security Number	
Mailing Address				
City	State	ZIP	Daytime Phone Number (    )	Date of Birth

Complete the following (complete A if you wish to use Out-of-State service credit and/or B if you wish to purchase Public Education Experience service credit):

A. I wish to use \_\_\_\_\_ years \_\_\_\_\_ months of Out-of-State service credit to qualify for early retirement. (See pages 2 and 3.)

B. I wish to purchase \_\_\_\_\_ years \_\_\_\_\_ months of Public Education Experience service credit earned outside of TRS. (See pages 4 and 5.)

I am submitting forms from multiple retirement systems.

**I authorize the retirement system listed in Section 2 to release information to the Washington state Department of Retirement Systems.**

Member Signature	Date
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**SECTION 2: Verification of Service Credit – To be completed by the former public retirement system**

**Please read the instructions carefully, located on the back of this form, before completing.**

Retirement System Name			
Mailing Address			
City	State	ZIP	Phone Number (    )

1. Does this retirement system cover public school teachers?  Yes  No
2. Has the member named above earned teaching service credit in this retirement system?  Yes  No
3. How much service credit has been earned? \_\_\_\_\_ years \_\_\_\_\_ months
4. Is this member currently receiving a retirement benefit from this retirement system?  Yes  No
5. Is this member currently eligible to receive an unreduced benefit from this retirement system?  Yes  No

**The information entered on this form is a true and accurate account of the above member's retirement system record.**

Authorized Personnel Signature	Title	Date
Authorized Personnel Name (printed)		Phone Number (    )



# APPLICATION INSTRUCTIONS

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## INSTRUCTIONS

### SECTION 1: Member Information

Please complete the form using black ink. Use your legal name and mailing address.

Mark the check box and complete a form for each out-of-state retirement system if you have service credit in more than one.

Once you've completed Section 1, mail the application to your former retirement system.

### SECTION 2: Verification of Service Credit

Instructions to member: This section is completed by your former public retirement system.

Instructions to former retirement system:

Complete the form using black ink. Fill in the retirement system name and mailing address. Please answer **all** five questions. We require verification of whether or not your system covers public school teachers and of the service credit this person earned in your system.

Once you've answered all five questions, sign, date and print your name on the form where indicated in Section 2, and return the completed form to:

**Washington State  
Department of Retirement Systems  
PO Box 48380  
Olympia, WA 98504-8380**

## ADDITIONAL INFORMATION

A member of the Washington State Teachers' Retirement System (TRS) may apply service credit earned in an out-of-state retirement system that covers teachers in public schools, solely for the purpose of determining when the member may retire. A member may also purchase public education experience earned as a teacher, as defined by your retirement system, in a public school within the United States or with the U.S. federal government.

Department of Retirement Systems (DRS) requires that you provide your Social Security number for this form.

- DRS will use your Social Security number as a reference number and to ensure that any funds disbursed under your account are correctly reported to the IRS.
- DRS will not disclose your Social Security number unless required by law.
- Internal Revenue Code Sections 6041(a) and 6109 allow DRS to request your Social Security number.