

Application to Purchase and Restore Pension Service

Please complete this form if you wish to receive credited pension service for one of the following:

- a) **Leave Without Pay** – You have been on Leave without Pay (LWOP) for a single period of at least 14 days, but less than six months, and you wish to receive service credit for the period of time that you spent away from DeKalb County.
- b) **Purchase of Prior Service** – You were previously employed by DeKalb County and wish to repay the contributions that you withdrew from the pension plan. Reinstated prior service will apply to the new benefit provisions effective January 1, 2016.

After the Pension Board approves your application, you may spread out your contribution payments through payroll deductions up to two years (or one year if the payments are for missed contributions from time on LWOP).

Please note that you must apply to purchase your pension service within six months of returning to work.

***Special Rules for Military LWOP:** If your leave without pay was due to service in the military, you may make up your missed pension contributions and receive credited service for this time, up to a maximum of five years. You may spread out your contribution payments over a period equal to three times your military service, not to exceed five years.*

I am applying to the DeKalb County Pension Board to purchase credited pension service for (*select one*):

___ Time previously employed with DeKalb County from _____ to _____.
(Enter approximate dates.)

___ Time that I was on leave without pay from _____ to _____.
(Enter approximate dates.)

Name _____

Department _____

Employee ID Number _____ Date Returned to Work _____

Signature _____

Please send this completed form to:

Clerk of the DeKalb County Pension Board
% DeKalb County Finance Department
Risk Management and Employee Services Division
1300 Commerce Drive, 4th Floor
Decatur, GA 30030
Fax: (404) 371-4992