



PURCHASE REQUEST

ALAMEDA COUNTY EMPLOYEES' RETIREMENT ASSOCIATION
475 14th Street, Suite 1000, Oakland, CA 94612 • Website: www.acera.org
Telephone: (510) 628-3000 or (800) 838-1932 • Fax: (510) 268-9574

You must be a current member of ACERA to purchase service credit. Requests must be submitted 30 days prior to your retirement date. Furthermore, purchases must be paid in full by your retirement date.

The following categories are not eligible for purchase: air time, educational leave, strike time, out of state service, leave without pay, and or contract/consultant services. To purchase time worked with another public agency, please use the Other Public Purchase-Service Verification Form on our website.

Name: _____ Employee ID: _____
Address: _____ Social Security Number: xxx - xx - _____
Birthdate: _____ Sex: Male [] Female [] Phone Number: _____
Marital Status: Single [] Married [] Divorced [] Widowed [] Other Name(s) Used: _____

[] FIRST PAY PERIOD OF EMPLOYMENT PRIOR TO MEMBERSHIP (DAYS PRIOR)

[] NON-CONTRIBUTING SERVICE WITH AN ACERA COVERED EMPLOYER (i.e. Part-Time, Project, TAP, SAN)
• An Intent to Purchase form must be on file to be eligible to purchase this service
Department Name: _____
Dates of Service: From: _____ To: _____

[] STATE DISABILITY / FMLA / MATERNITY LEAVE / UNCOMPENSATED WORKER'S COMPENSATION / MILITARY LEAVE OF ABSENCE WITHOUT PAY
• You must have been a member of ACERA at the time of the leave and subsequently continued employment thereafter
• The following documents must be attached in order for your request to be processed: child's birth certificate, signed doctor's authorization, SDI approval, FMLA approval, or workers compensation approval
• For Military Leave of Absence: In order to process this request, military leave certificate (DD214) with honorable conditions must be submitted along with this form, after reentrance into county service within one year from date of absence
Dates of Leave: From: _____ To: _____
Dates of Leave: From: _____ To: _____

[] PRIOR MILITARY SERVICE
• For prior military service you must be hired prior to and continuously from 08/09/1972
• An Intent to Purchase form must be on file to be eligible to purchase this service
Dates of Leave: From: _____ To: _____
Dates of Leave: From: _____ To: _____

[] REDEPOSIT OF ACERA WITHDRAWN CONTRIBUTIONS OR COMMUNITY PROPERTY
From: _____ To: _____ Date of Withdrawal: _____
From: _____ To: _____ Date of Withdrawal: _____

[] REDEPOSIT OF ACERA WITHDRAWN CONTRIBUTIONS - RECIPROCAL SYSTEM MEMBERS
• Reciprocal system members who left ACERA prior to 12/31/1971 and entered a reciprocal agency before 12/31/1977
• True Safety Reciprocal system members who withdrew their ACERA funds (AB2766)
Reciprocal Agency: _____ Current Position: _____
From: _____ To: _____ Date of Withdrawal: _____

Member Signature _____ Date _____