



THE SCHOOL DISTRICT OF PHILADELPHIA

Office of Retirement
440 N. Broad Street, Suite G8
Philadelphia, PA 19130
Phone: (215) 400-4680
Fax: (215) 400-4681
retirement@philasd.org

Purchase of Service Payment Installments

This form is to begin or continue purchase of service payment installments directly from your payroll to the Public School Employee Retirement System (PSERS).

Please select the reason below for your purchase of service payment installments:

- Purchasing service time for an approved leave. Please choose the work status with which you are purchasing:
 - Military Leave
 - Worker's Compensation
 - Other _____
- Payments due to PSERS membership class change (T-E to T-F)
- Payments due to owed contributions due to
 - Transferring approved credits from another state
 - Withdrawn pension buy back
 - Non-reported salary, service and contributions. Reason:
- I would like to stop my POS installments effective the _____ pay.

Total amount owed (beginning balance):

Paycheck Start Date	Payment Amount/Per Pay

If in the future, you would like to change the paycheck start date or payment/per pay, please contact the Retirement Department. A change in the payment schedule may incur interest by PSERS on the total amount due.

I, the undersigned member, agree to make payments on the specified dates and the agreed amounts stated on the payment schedule above. I understand that if I do not continue the payments as outlined, I may accrue interest until the total due is paid in full.

Print Name (clearly)

Signature

Date

Employee ID number or Last 4 of SSN

OFFICE USE ONLY	
Personnel Initials	Date Received