



Application for Military Service Time Under USERRA

PURPOSE

Use this application to apply for TCDRS service time under the Uniformed Services Employment and Re-Employment Rights Act (USERRA). Service time counts towards your retirement eligibility.

ELIGIBILITY

You may qualify for up to five years military service time under USERRA if:

- You were employed by a TCDRS-covered county or district before you were called to active duty and your employer had proper notice.
- You applied for re-employment with the same employer within 90 days of your service release.
- Your discharge from active duty was under honorable conditions.
- You have not applied for military service under USERRA in another Texas public retirement system.

If eligible, you will receive one month of TCDRS time for each month of active duty. It doesn't cost you anything to establish service time under USERRA. However, you may choose to put money into your account to make up for deposits missed while you were on active duty. You have until Dec. 31, five years after your re-employment date, to put money into your account. Putting money in your account is completely optional.

MEMBER INSTRUCTIONS

1. Complete the Member Information and Member Certification sections of this form.
2. Please have your employer complete the Employer Certification section on page 2.
3. Send this application along with a copy of your DD-214 or other discharge documents to:

TCDRS

Attn: Member Benefits
Barton Oaks Plaza IV, Ste. 500
901 S. MoPac Expy.
Austin, TX 78746

If you have any questions, please visit www.tcdrs.org or call TCDRS Member Services at 800-823-7782.



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MEMBER INFORMATION

First Name	Middle Initial or Name	Last Name	Birth Date	Social Security Number
Address			Daytime Phone Number	
City	State	Zip Code	Mobile Phone Number	

EMPLOYER CERTIFICATION

First month/year of absence due to military service	Last month/year of military service	Amount of missed retirement contributions*	Application for re-employment date	Re-employment date

*The total amount of retirement contributions that would have been made if the employee had been employed at that time. The correct employee deposit rate for the given year(s) should be used to calculate this amount.

I certify that the periods of military service, amount of missed retirement contributions and re-employment dates listed above are correct. I further certify that I have reviewed the appropriate military documents and that to the best of my knowledge the member qualifies for service time under USERRA.

Name	Authorized signature
	X
Title	Date

MEMBER CERTIFICATION

I certify that I was absent from employment for military service during the period(s) listed above and that I am now eligible for this time. I understand that my account will be credited with the appropriate number of months to reflect no break in service during the period of my absence due to military service. TCDRS will provide me with confirmation of the service awarded and the maximum contribution amount I can deposit. I further understand the submission of funds is optional, and that I have until December 31 of the fifth calendar year following my re-employment date to submit any or all retirement contributions up to my calculated maximum contribution amount. By signing this form, I certify that I have read the above information.

Signature	Date
X	

Any corrections or whiteouts must be initialed.