



# Military Service Time Application

## PURPOSE

Use this application to apply for service time for the active time you served in the U.S. Armed Forces before you became a TCDRS member. Service time counts towards your retirement eligibility.

## ELIGIBILITY

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

- Your discharge from the military was under honorable conditions.
- You are vested with your employer (based on TCDRS service).
- You have not applied for military service time in another Texas public retirement system.

If eligible, you will receive one month of TCDRS time for each month of active duty.

## INSTRUCTIONS

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](http://www.tcdrs.org) or call TCDRS Member Services at 800-823-7782.

## YOUR INFORMATION

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

## YOUR CERTIFICATION

I certify that I was on military duty as shown on the attached DD-214 or other discharge documents and that I am eligible for this service time and I have not applied for military service time in another Texas public retirement system. I understand my account will be credited with the appropriate number of months for my active military service performed.

Signature	Date
<b>X</b>	

**Any corrections or whiteouts must be initialed.**