

# Application for Military Service Credit (Time Only)

If you wish to establish TIME credit for your military service.



## MEMBER INFORMATION

Please type or use only black ink and do not highlight. Any corrections must be initialed.

_____		TMRS Identification Number (not required)
Member's Name (first, middle, last)	_____	Social Security Number
Mailing Address	_____	Daytime Phone Number
City	State Zip	City Name

## MEMBER CERTIFICATION

I hereby apply for \_\_\_\_\_ months of Military Service Credit (not to exceed 60 months) with the Texas Municipal Retirement System, and I certify that:

- I am currently employed by the certifying city.
- I served active duty in the Armed Forces of the United States (or its auxiliaries) during the following dates:  
\_\_\_\_\_ to \_\_\_\_\_, and my discharge was on terms other than dishonorable.  
(MM/DD/YYYY) (MM/DD/YYYY)
- I am not entitled to a federal military retirement benefit based on this service; nor have I received Military Service Credit for this service from any other public retirement system or program under the laws of the State of Texas.

Member's Signature	_____	Date Signed (MM/DD/YYYY)
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## EMPLOYER CERTIFICATION

I certify that the above named member has at least five years of deposits in TMRS. I further certify that I have reviewed the attached military discharge papers (DD214 or equivalent), and this document attests to the number of months of Military Service Credit being sought.

Signature of City Official	_____	Date Signed (MM/DD/YYYY)
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Printed Name and Title	_____	City Number
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**Note:** A photocopy of the member's military discharge papers (DD214 or equivalent) for each period of active duty must be attached to this application.

Please read the instructions provided with this form.



The Application for Military Service Credit allows a currently employed member to apply for up to 60 months (five years) of active duty military service credit at no cost.

### **Conditions for Use of this Form**

- In most cases, you will use this form to establish Military Service Credit for military service performed before you became a city employee. For military service performed during your city employment, see the Military Service Credit under USERRA section below.
- Your employing city must have authorized by ordinance the establishment of Military Service Credit.
- You must have at least five years of TMRS service (prior or current) credit in cities that have authorized Military Service Credit.
- Your military service credit must have been terminated by release from active duty under conditions other than dishonorable.
- You must file this application and submit a copy of your discharge papers (DD214 or equivalent).
- You must be currently employed by the certifying city.
- You will receive time credit only, not to exceed 60 months of active military service. This credit has not monetary value.
- You cannot receive TMRS credit for military service already credited with another statewide retirement system.
- You cannot receive TMRS credit for military service for which you are receiving (or are eligible to receive) federal retirement payments based on 20 years or more of active military service.

**Note:** *Military Service Credit is not included in the calculation of Updated Service Credit.*

### **Military Service Credit Under USERRA**

If your city service was interrupted to perform active duty military service (either voluntary or involuntary), you may be eligible to receive credit for active military duty under the provisions of the federal Uniformed Services Employment and Re-employment Rights Act (38 USC Section 4301, et. seq.). If you need more information about Military Service Credit under USERRA, please contact TMRS and request a copy of the USERRA Military Service Credit Application.

### **If your military papers (DD214) have been lost, you can request duplicates by writing:**

National Personnel Records Center  
Military Service Personnel Records  
Attention: (reference branch of military; i.e., Army, Navy, Air Force, etc.)  
9700 Page Blvd.  
St. Louis, MO 63132