



Omitted Service Credit Verification

Revised March 2020

Questions? Call 1-800-ASK-IMRF (275-4673).

You can upload this form online through Member Access at www.imrf.org

Please print in capital letters, using black ink.

MEMBER INFORMATION

IMRF Member ID Number

First Name M.I. Last Name Jr., Sr., II, etc.

Mailing Address County

City State Zip Code (zip+4 if known)

Telephone Cell Phone

Email (If you have a Member Access account, you must update your email through Member Access)

Date of Birth (MM/DD/YYYY) Optional: Anticipated Retirement Date (MM/DD/YYYY)

EMPLOYMENT INFORMATION

Employer Where Service Was Rendered Employer IMRF Number

Current Employer

Current Position Omitted Position

Name of Current Retirement System Date Participation Began in Current System (MM/DD/YYYY)

CERTIFICATION BY AUTHORIZED AGENT

I certify that the following statements of earnings for the above applicant is in agreement with the governmental unit's payroll records and represent the entire qualifying employment period determined by the governing body.

OMITTED SERVICE PERIOD (DATES) FROM _____ to _____

Enter year	EXAMPLE			Year _____	Year _____	Year _____			
	Year _____	Year _____	Year _____						
	Earnings	Hours previously worked	IP or SE*	Earnings	Hours previously worked	IP or SE*	Earnings	Hours previously worked	IP or SE*
	"X"		"IP" or "SE"	"X"		"IP" or "SE"	"X"		"IP" or "SE"
JAN	X								
FEB	X								
MAR	X								
APRIL	X								
MAY	X								
JUNE	X								
JULY			SE						
AUG			SE						
SEPT	X								
OCT	X								
NOV	X								
DEC	X								
TOTAL MONTHS CREDIT	12								
TOTAL PREVIOUS HOURS WORKED	600								
TOTAL OMITTED EARNINGS	\$31,500								

*IP or SE: Irregularly paid or seasonal employment

Do you anticipate that this employee has met or will meet the hourly standard? Yes No

Signature of Authorized Agent (write; do not print or type)

Date (MM/DD/YYYY)

IMRF Member ID Number

Choose One: I wish to establish the service on this application as:

- Regular Service ECO Service (limitations may apply) SLEP Service (limitations may apply)

CERTIFICATION BY MEMBER

I certify that I am currently a member in the Illinois Municipal Retirement Fund or a reciprocal system, and that I received the above earnings from the governmental unit indicated above for the months and years indicated.

Signature of Member (*write; do not print or type*)

Date (MM/DD/YYYY)

INSTRUCTIONS

IF CONTRIBUTIONS WERE WITHHELD, BUT NOT REPORTED, LOG ON TO EMPLOYER ACCESS TO PERFORM A WAGE ADJUSTMENT.

This form must be received by IMRF while the member is currently participating in IMRF or in a reciprocal fund. Use this form when the member worked in a position that qualified for IMRF membership, but the member **was not enrolled**, and earnings and contributions for the member **were not** reported to IMRF. If the service was rendered by the member before the date the governmental unit joined IMRF, use the IMRF form *Application for Prior Service Credit*.

1. **The Member Earnings Chart:** Service credit can only be granted in the month a member worked and received payment. EXAMPLE: A member hired on January 15, but first paid in February, would not be entitled to service credit for January. An exception to this rule will be made for periods of Seasonal Leave and members who were Irregularly Paid.
 - a. Enter the time period of omitted service being applied for ("Omitted Service Period").
 - b. Enter the 4-digit year in the top row of the chart for as many columns as you will need. If more than 7 years of service are being entered, please photocopy this form. Indicate above the chart, in the provided area, the current page number and the total number of pages submitted (Page ___ of ___).
 - c. Indicate the status of the member's service credit for every month of each year. Place an "x" in the earnings column if the member received earnings for that month. Or, if the member should receive Seasonal Leave Service or Irregularly Paid Service, enter "SE" or "IP." (See below for SE and IP information.)
 - d. If there are months the member should not receive service, leave them blank, or draw a line through all of the columns.
 - e. Enter the total months of service credit earned per year in the second from the last row.
 - f. Enter the total annual earnings per year in the last row.
 2. The member may receive service credit for periods without earnings, provided he or she either:
 - Has periods of Seasonal Leave (SE)
 - Was employed in a seasonal position, and
 - Had six consecutive months of earnings within a 12-month period, **and**
 - Remained in an employment relationship during the seasonal leave period, and received earnings after the leave period. If the member did not receive earnings after the seasonal leave period, please explain why, and it will be determined whether service should be granted.
- OR**
- Is Irregularly Paid (IP). The member (usually an elected official) is normally paid annually, bi-annually, quarterly, etc.

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www.imrf.org