



CONVERSION OF REGULAR SERVICE CREDIT TO SLEP SERVICE CREDIT

For earnings previously reported to IMRF
IMRF Form 6.09 (Rev. 12/11)

Avoid delays—read the instructions below and on back before completing this form

Requirements for Converting Service Credit

If you are a SLEP participant, who joined prior to August 8, 2011, you can convert up to 10 years earnings and contributions which were previously reported to IMRF under the Regular plan to service credit under the SLEP plan.

1. This form must be received while you are *currently* participating in IMRF under the SLEP plan. (If you terminated SLEP participation between July 1, 2004 and May 31, 2006, different rules may apply. Call an IMRF Member Service Representative at 1-800-275-4673 for more information.)
2. **Earnings** and **contributions** for the periods listed on this form **were** reported to IMRF under the Regular IMRF plan, and the service (your contributions) is currently on deposit with IMRF. If you took a refund of your service, see item number 3.
3. **If you took a refund of member contributions** and forfeited the service credit, the service can be reinstated and converted to SLEP simultaneously using IMRF Form 6.03, "Application for Reinstatement of Service Credit."
4. **If you qualify for Omitted Service** (any time you worked for an IMRF employer, in a qualifying position, but were not reported), you would first submit IMRF Form 6.05 "Omitted Service Verification," purchase that service as Regular service, and THEN complete this Form 6.09 to convert it to SLEP service.

Instructions for Completing this Form

1. **Member's information**
Enter the requested information, including a daytime telephone number.
2. **Employer information**
Enter the requested information.
3. **Periods of participation to be converted**
If you are a SLEP participant on or after July 1, 2004, you can convert up to 10 years of earnings and contributions, which were previously reported to IMRF under the Regular plan, to service credit under the SLEP plan.
4. **Member Certification**
Sign and date where indicated.

How to pay for service

1. **Member Cost**
For each month of service converted to SLEP, you would pay IMRF an additional:
 - 3% contributions on Regular IMRF earnings converted to SLEP, the required employer contributions, plus interest.

Interest is calculated on the contributions from the earliest year that is being converted through December 31 of the year preceding the current year.
2. **Payment Schedules**
IMRF will mail you a Past Service Payment Schedule which offers **two payment plan options** for establishing the past service:
 - Option 1 is the **Lump Sum Payment Plan**.
The Lump Sum Payment Plan allows you to pay the total cost with a single payment and purchase all the eligible service you choose to purchase at one time. You can purchase a portion, all, or none of the past service listed on your payment schedule
 - Option 2 is the **Unit Payment Plan**.
The Unit Payment Plan allows you to purchase one or more months of service at a time. You may pay as often as you like, buying back credit from the most recent month to the earliest month of eligible service. However, you may not buy more months than indicated on the Past Service Payment Schedule.

How purchasing the service will affect your pension

If you want to know how converting your service will affect your pension, you should wait until you receive the Past Service Payment Schedule. Then you can call 1-800-ASK-IMRF (1-800-275-4673) for a pension estimate before you determine how many months of service to purchase.

You can also refer to the IMRF Past Service Booklet, which you can find online at www.imrf.org, or call 1-800-ASK-IMRF to request a copy. The section titled "Is it worth it to purchase service?" provides a detailed description of how to calculate the impact of service on your pension.

If you plan to retire under the Reciprocal Act

The Illinois Retirement Systems Reciprocal Act requires a minimum of 12 months of service credit with any single reciprocal pension system. If you have less than 12 months of service with any single reciprocal retirement system, that service will not be counted in the calculation of your reciprocal pension. **Exception:** A former teacher aide who transferred to a position covered by the Teachers' Retirement System (TRS) and who has less than 12 months of IMRF service credit can apply that service

toward a reciprocal pension. A list of the 13 systems covered by the Act is available on the IMRF website, www.imrf.org, or by request from an IMRF Member Service Representative at 1-800-ASK-IMRF (1-800-275-4673). Local police and fire pension funds are not covered by the Act.

Reciprocal service may not be added in the calculation of a SLEP pension.



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PLEASE PRINT OR TYPE – USE BLACK INK

MEMBER'S FIRST NAME	MIDDLE INITIAL	LAST	JR., SR., II, ETC.	SOCIAL SECURITY NUMBER
STREET (MAILING) ADDRESS		CITY, STATE AND ZIP + 4		
DAYTIME TELEPHONE NUMBER ()	HOME TELEPHONE NUMBER ()		OPTIONAL: ANTICIPATED RETIREMENT DATE	
NAME OF CURRENT IMRF EMPLOYER			IMRF EMPLOYER I.D. NUMBER	
CURRENT POSITION				

PERIOD(S) OF PARTICIPATION (REGULAR SERVICE CREDIT) TO BE CONVERTED		
Enter the periods of employment you wish to convert to SLEP service credit. You must have joined SLEP prior to August 8, 2011 to qualify for conversion. A maximum of 10 years can be converted to SLEP.		
NAME OF IMRF EMPLOYER(S)	TITLE OR POSITION	COVERAGE PERIOD

CERTIFICATION BY MEMBER: I hereby certify that,

- I am currently participating in the Sheriff Law Enforcement Personnel (SLEP) Plan.
- I joined SLEP prior to August 8, 2011.
- If I convert (purchase) **more** years of service than I need, I will **not** be able to receive a refund.
- If I convert (purchase) **fewer** years of service than I need and I have stopped participating in IMRF, I will be allowed to make a **one-time** conversion (purchase) of the additional service credit.
- I request that you provide me with the cost to convert this service credit so it may be considered SLEP service credit.

If you are concerned about overpaying (converting more service than you need), you can purchase (convert) most but not all of the service indicated on the Payment Schedule you will receive, and request a precise pension estimate when you near your termination (retirement) date.

X _____ Date _____
Signature of Member

Illinois Municipal Retirement Fund

2211 York Road, Suite 500, Oak Brook Illinois 60523-2337

Member Services Representatives 1-800-ASK-IMRF (1-800-275-4673) 7:30 a.m. to 5:30 p.m.