



Application To Purchase Service Credit — Private School Employment in New Mexico —

Please complete and sign Part I of this form and forward it to the former NM private school employer to complete Part II. A separate application is required for each NM private school employer.

To be eligible to acquire NM private school service credit, the member must have been an employee in a private school accredited by the state of NM or a private institution of higher learning in the state of NM.

If you purchase allowed service credit and have less than 20 years of service, you may owe the Retiree Health Care Authority (RHCA) payment for the full actuarial value of this additional service. Please contact RHCA at 1-800-233-2576 for questions on this issue.

Part I: Member Information

Last Name: _____ First Name: _____ SSN: _____

Address: _____
City State Zip

Telephone: _____ Previous Names: _____

I hereby request and authorize the release of information request on this form and any additional information necessary to establish this claim for NM private employment.

Signature _____

Date _____

Part II: Employer's Certification

PLEASE VERIFY EMPLOYMENT FOR THE ABOVE APPLICANT:

Name of NM Private School Telephone

Address: _____ City State Zip

Position(s) Held: (1) _____ (2) _____

Employed from: ____-____-____ to: ____-____-____ Employed from: ____-____-____ to: ____-____-____

Was this employment as a graduate assistant or as a substitute: Yes No

Was this school accredited by the State Department of Education or an accrediting agency approved by the state at the time of the member's employment? Yes No

Please provide the name and address of the administrators of the retirement fund for this service.

Administrator: _____ Address: _____

City: _____ State: _____ Zip: _____

On the basis of official records, I certify that the individual identified herein was employed with this NM private school or institution of higher learning.

Signature of Authorized Official: _____

Title: _____

Date: _____