



District of Columbia Retirement Board (DCRB) Benefits Department

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www.dcrb.dc.gov

EMS Lateral Service Credit Calculation Request District of Columbia Police Officers and Firefighters' Retirement Plan

Uniformed firefighters who transferred into the District of Columbia Police Officers and Firefighters' Retirement Plan (the "Plan") under the "Paramedic and Emergency Technician Lateral Transfer to Firefighting Amendment Act of 2001" (D.C. Law 14-28; D.C. Code §5-409.01(a)) ("Lateral EMT Act"), may purchase their prior lateral paramedic/EMT service to have it credited in their retirement benefit calculation. Your prior service automatically applies in determining your vesting and retirement eligibility is but not applied to the calculated amount of your retirement benefit if you do not purchase the prior service.

Please use this form to request an estimate of your purchase of service deposit. After reading the attached "Information Notice," complete Sections I and II and return the form to your Human Resources Office. If you have any questions about this service credit calculation request, please contact the District of Columbia Retirement Board (DCRB).

Section I: Member Information

Name: _____
First Middle Last

Last 4 Digits of Social Security Number: _____ Date of Birth: ____-____-____

Mailing Address: _____
Street City State Zip Code

Phone Number: ____-____-____ Email Address: _____

Section II: Member Authorization

I am requesting an estimate of my required service deposit for this purchase. This request does not bind me to purchase my prior service.

Member Signature _____ Date _____

FOR HR OFFICE USE ONLY

Section III: Human Resources Certification (Completed by FEMS HR)

Please provide and certify the requested information below. When done, attach a copy of the Member's (i) Notification of Personnel Action form showing the authorized transfer; and (ii) Individual Retirement Record and transmit a copy of all documents to DCRB. Please maintain the original documents in the Member's personnel file.

Original FEMS Paramedic/EMT Hire Date: _____ FEMS Firefighter Transfer Date: _____

Certifying HR Official Signature _____ Date _____

Section IV: DCRB Certification (Completed by DCRB)

Date Received by DCRB: _____ Date Reviewed _____

Name of Reviewer: _____



MEMBER INFORMATION NOTICE

If you transferred after October 2, 2001 from being a certified paramedic or emergency medical technician (EMT) with the District of Columbia Fire and Emergency Medical Services (FEMS) Department to become a uniformed Firefighter/EMT or Firefighter/Paramedic pursuant to the Lateral EMT Act, you may elect to receive credit for your prior FEMS service in your retirement benefit under this Plan. You do not need to complete a purchase of service deposit for your prior FEMS service to be used to determine your *eligibility* for a retirement benefit and whether you are *vested* in the Plan. However, you must complete a purchase of service deposit of your prior service for it *to be included in your total creditable service used to calculate* the amount for your retirement benefit. (D.C. Code § 5-704(i)).

Purchasing credit for your prior FEMS service may increase the amount of your retirement benefit.

You must elect to purchase your prior FEMS service while you are an active-duty firefighter, and depending on your payment method, your purchase of service deposit must be completed while you are an active-duty firefighter.

If you previously participated in the federal Civil Service Retirement System (CSRS), the amount of your purchase of service deposit is equal to the amount of your CSRS refund, plus any applicable interest charged under this Plan from the date of your CSRS refund until the date you complete your service deposit.

To complete your purchase, you may elect to deposit in one lump-sum payment, including eligible rollovers/transfers, or monthly installments via salary deductions, or an actuarially reduced annuity. If you elect a lump-sum or monthly installments, the purchase must be completed before you retire. If you fail to complete the purchase before you retire, you may elect to receive a refund of your service deposit(s) or partial service credit. If you purchased your prior service or began your service deposit and you leave employment prior to retirement with less than 5 years of FEMS service, or if you retire under disability retirement, your deposit(s) will be refunded.

INSTRUCTIONS

This *EMS Lateral Service Credit Calculation Request* form **is only to request an estimate** of the amount of your service deposit to purchase your prior FEMS service to receive credit for it in your retirement benefit:

- (1) Fill out the information in Section 1 and sign and date Section 2.
- (2) Return your signed form to your HR office. Your HR office will certify your original FEMS hire date as a paramedic/EMT and your transfer date into the Plan and will submit this request form and required documents to DCRB for review and a service deposit estimate.
- (3) DCRB will notify you of your purchase of service estimate amount and payment options. Review of your information may take approximately thirty (30) to sixty (60) days from the date of receipt from your HR office.

Please see dcrb.dc.gov or call DCRB at (202) 343-3272 for more information