


Service purchase: process

Retirement Benefits Training
Fiscal year 2024




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Requesting a service purchase invoice

- Members can submit a request online through [Member Access](#).
 - Members may also complete and submit [Request for Service Purchase Cost](#) (Form 2101) or contact PEBA Customer Service.
- Additional forms/documents may be required for certain service types.
 - Indicated in Member Access or on Form 2101.
- All required information must be received within 90 days of submitting request or request expires.

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Salary verification

- Complete [Service Purchase Salary Verification](#) (Form 2209) and upload in EES.
- Include any additional earnings subject to retirement withholdings, such as:
 - Employer-mandated overtime pay;
 - Summer school;
 - Additional course load;
 - Differentials;
 - Stipends; and
 - Coaching supplements.

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Service purchase invoices

- Member receives a *Member Service Payment Invoice* within 30 days of PEBA receiving all information.
 - Payment invoices valid for six months.
 - Expiration date provided on invoice.
- Payment accepted if received on or before the expiration date as long as member is actively employed.
- After expiration, all service verification remains on file for later service purchase.
 - If installment payment option not set prior to expiration date, service prorated if partial payment received.
 - Member cannot purchase remaining service or same type of service until next fiscal year.
- New service purchase requests require new salary verification from employer.



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