



PO Box 209, Jefferson City, MO 65102-0209
 (573) 632-6100 or (800) 827-1063 | Fax (573) 632-6103
 forms@mosers.org | www.mosers.org



ACS

THIS FORM INCLUDES PERSONAL AND CONFIDENTIAL INFORMATION

Application to Correct Service

Please print. • See reverse side for instructions.

SECTION A - MEMBER INFORMATION

Social Security Number or Member ID _____

Date of Birth _____

Name (last/first/middle) _____

Address (street, city, state, zip) _____

Primary Phone _____

Cell Home Work

Alternate Phone _____

Cell Home Work

Email Address _____

SECTION B - PREVIOUS SERVICE AND SALARY INFORMATION

Requesting department/agency information _____

Agency Name _____

Department # _____ Agency # _____ Org. # _____

Date(s) of Service to Correct

Start Date _____ / _____ / _____

End Date _____ / _____ / _____

Start Date _____ / _____ / _____

End Date _____ / _____ / _____

The monthly salary (including overtime and shift differential pay) for the date(s) of service listed above must be provided. A separate sheet of paper may be attached if additional space is needed.

Month/Year	Gross Pay
	\$
	\$
	\$
	\$
	\$
	\$
	\$

Month/Year	Gross Pay
	\$
	\$
	\$
	\$
	\$
	\$
	\$

SECTION C - CERTIFICATION AND SIGNATURE OF AUTHORIZED REPRESENTATIVE

Authorized Representative Name/Title _____

Email Address _____

Phone Number _____

Fax Number _____

I certify that the employee listed above worked in a position normally requiring at least 1,040 hours of work per year (1,000 hours if prior to August 28, 2007; 1,500 hours if prior to October 1984), and the position was benefit eligible. I understand the receipt of service credit is contingent on payment of contributions due for the period of service described in this verification.

Signature _____

Date _____

Instructions for Completing

Application to Correct Service

The *Application to Correct Service* is required to correct service credit records of an employee who, for whatever reason, did not receive credit at the time of service. The human resource personnel of the department or agency that employed the member for the date(s) in question must complete this application. Before the service can be added to the member's record, the department or agency must agree to pay MOSERS any necessary contributions for the period of service. To qualify for service credit, the employee must have been:

- Employed in a position that normally required at least 1,040 hours of work per year (1,000 hours prior to August 2007; 1,500 hours prior to October 1984) and, therefore, was eligible for benefits.
- Misclassified at the time of hire.

This application must be signed by an authorized representative for the department/agency, dated, and delivered to MOSERS. Steps for completing this form are outlined below.

1. Provide the requested information for the member in Section A.
2. Provide the member's previous service and salary information including dates of service to correct and monthly salary in Section B.
 - Provide information for department/agency requesting service correction.
3. Certification and signature of authorized representative is required in Section C.
 - Provide information and signature of authorized representative requesting service correction.
4. Return completed form to MOSERS.
 - You may email scanned forms to forms@mosers.org or fax to (573) 632-6103.
 - Be sure to make a copy for the member's personal file before sending the application to MOSERS.