

**Florida Retirement System
 Verification of Out-of-State Teaching Service**



P O Box 9000
 Tallahassee FL 32315-9000
Toll Free 844-377-1888 or 850-907-6500

PART A – Authorization for release of information to the FRS (to be completed by teacher)

Florida law provides that I may claim retirement credit for teaching service in the PUBLIC school systems of other states. I authorize you to release information required in Part B regarding my PUBLIC school teaching service as revealed by your payroll records. To be creditable in Florida, out-of-state teaching must be as a member of the teaching or professional staff or as a certificated employee of any public free school and be similar to such service in the PUBLIC school system in Florida. Teaching service for which I am now eligible or will be eligible to receive a retirement income benefit elsewhere is not creditable in Florida; also service as a graduate or student assistant is not creditable.

Please complete Part B following the example on the back and mail this form to me at the following address:

Member Name: _____ Member SSN: _____

Address _____ Name at time of employment: _____

PART B – Verification of teaching service (to be completed by appropriate verifying official)

Verify the teaching service by fiscal or school year, not by calendar year. Florida's fiscal year is July 1 through June 30. If the teaching service cannot be verified from actual payroll records, attach a statement explaining why this cannot be done. Complete information is necessary in order to compute the cost and service credit correctly. If it is part-time service, show the percentage of time worked. Please make sure all information requested is given before returning this form. Refer to the example on the back of this form.

Name of School or Institution of Higher Learning- (Public Tax-supported Only)	Term of Service By Fiscal Year July 1 to June 30						Number Months Worked	Length of Contract or School Yr. (months)	Actual Gross Salary Received (Total)
	From		To						
	Month	Day	Year	Month	Day	Year			

I certify that this is a true and accurate record of the payroll records and that _____ was employed as a teacher or _____ in the PUBLIC SCHOOL SYSTEM of _____ (give title) Date _____

Signed _____
 Title _____
 Address _____

Affix Seal Here

Instructions:

Verify the service of a teacher as follows:

- List the service by fiscal or school year, not by calendar year. Florida's fiscal year begins July 1 and ends June 30.
- Verify the service from payroll records. If this cannot be done, attach a statement explaining why and identify the source of the information given. If the service is part-time service, please show the percentage of time worked.
- Please make sure all the information requested is provided before returning this form. Complete information is necessary in order to compute service credit correctly and determine the cost of claiming the service. The cost is based on salary earned.

Name of School or Institution of Higher Learning- (Public Tax-supported Only)	Term of Service By Fiscal Year July 1 to June 30						Number Months Worked	Length of Contract or School Yr. (months)	Actual Gross Salary Received (Total)
	Month	From Day	Year	Month	To Day	Year			