

**SERVICE CREDIT VERIFICATION REQUEST**  
**UNIVERSITY OF CALIFORNIA RETIREMENT PLAN**  
 UBEN 132 (R7/03) University of California Human Resources and Benefits

Send form and copies of records to:  
 UC HR/Benefits  
 Research Unit  
 P.O. Box 24570  
 Oakland, CA 94623-1570

Use this form to request

- service credit adjustments that do not require payment (see below)
- correction of incomplete or incorrect data that could affect your UCRP benefits (service credit, UCRP entry date, your birthdate)
- completion of your buyback in one lump-sum, after-tax payment (applies only if you are leaving UC employment and have already made buyback payments for at least one year)

Please allow 60 to 90 days for a response to this request. Note that any service credit errors found in reviewing your records will be corrected. For information about service credit buyback for leaves or for previous UCRP membership for which you received a refund of your contributions, see *The UCRP Buyback Booklet*.

PERSONAL INFORMATION			
NAME (Last, First, Middle Initial)	SOCIAL SECURITY NUMBER	BIRTHDATE	HIRES DATE
MAILING ADDRESS (Number, Street)	CAMPUS/LAB	E-MAIL ADDRESS	
(City, State, ZIP)	DAYTIME PHONE ( )	EFFECTIVE DATE OF CURRENT UCRP MEMBERSHIP (IF KNOWN)	
FORMER NAME(S), if any	BENEFITS REPRESENTATIVE'S NAME		

CHECK IF YOU ARE:

Currently on leave    
  Tier Two member    
  Safety member    
  Partial-year career employee    
  Leaving UC employment

**TYPE OF ADJUSTMENT/DOCUMENTATION REQUIRED**

You must provide documentation for the type of adjustment you are requesting, as listed below. Please send a copy of the record, rather than the original document. If your location uses online processing, you may submit the equivalent authorized documentation instead of the *Personnel Action Form (PAF)* (for campus employees) or *salary history card* (for laboratory employees).

**TYPE OF ADJUSTMENT**

- Service Credit Adjustment
- Incorrect service credit ►
- Completed buyback ►
- Completed TRIP agreement ►
- Completed military leave ►
- Previous UCRP membership (if you did **not** receive a refund of UCRP accumulations) ►
- Incorrect UCRP entry date ►
- Incorrect birthdate ►
- Lump-sum payment to complete buyback ►

**REQUIRED DOCUMENTATION—Submit copies of:**

- Appropriate earnings records (*PAF* or *salary history card*)
- Evidence of payment (copy of cancelled check or paycheck stub showing payroll deductions)
- Original TRIP agreement and pre-TRIP *PAF*
- Military service discharge papers and *PAF* or *salary history card* showing dates of leave
- Appropriate earnings records (*PAF* or *salary history card*)
- Your entering employment form (*PAF* or *salary history card*) and your earnings records
- Birth evidence (copy of birth certificate or passport) (Submit birthdate corrections to your Payroll Office also.)
- Evidence of proposed separation from service showing date of separation

**EXPLANATION OF ADJUSTMENT**

Please explain the nature of the adjustment you are requesting:

Dates of service involved in the adjustment (if applicable): \_\_\_\_\_

SIGNATURE	
SIGNATURE	DATE

RETN: Pending

## PRIVACY NOTIFICATIONS

### STATE

The State of California Information Practices Act of 1977 (effective July 1, 1978) requires the University to provide the following information to individuals who are asked to supply information about themselves.

The principal purpose for requesting the information on this form is for payment of earnings and for miscellaneous payroll and personnel matters such as, but not limited to, withholding taxes, benefits administration, and changes in title and pay status. University policy and state and federal statutes authorize the maintenance of this information. (B)

Furnishing all information requested on this form is mandatory—failure to provide such information will delay or may even prevent completion of the action for which the form is being filled out. Information furnished on this form may be used by various University departments for payroll and personnel administration, and will be transmitted to the federal and state governments as required by law.

Individuals have the right to review their own records in accordance with University personnel policy and collective bargaining agreements. Information on applicable policies and agreements can be obtained from campus or Office of the President Staff and Academic Personnel Offices.

The official responsible for maintaining the information contained on this form is the Associate Vice President—University of California Human Resources and Benefits, 300 Lakeside Drive, Oakland, CA 94612-3550.

### FEDERAL

Pursuant to the Federal Privacy Act of 1974, you are hereby notified that disclosure of your Social Security number is mandatory. Disclosure of the Social Security number is required pursuant to sections 6011 and 6051 of Subtitle F of the Internal Revenue Code and with Regulation 4, Section 404.1256, Code of Federal Regulations under Section 218, Title II of the Social Security Act, as amended. The Social Security number is used to verify your identity. The principal uses of the number shall be to report (1) state and federal income taxes withheld, (2) Social Security contributions, (3) state unemployment and Workers' Compensation earnings, and (4) earnings and contributions to participating retirement systems. (BB)