



Utah Retirement Systems  
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# CERTIFICATION OF INELIGIBILITY for Tier 1 or Tier 2 Service Credit

**EMPLOYER INSTRUCTIONS:**

1. Please type or print clearly in black ink.
2. Complete this form **only** if the employee was hired or became ineligible more than 60 days prior to today's date or is under the age of 15; otherwise use the online certification program.
3. Check all applicable boxes, sign, date, and forward to our office. If you fax this form, do not mail the original.

Employee Name (First, Middle, Last)	Date of Birth (mm/dd/yyyy)	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Social Security Number
Mailing Address	City	State	Zip
Employee Position		* Date of Ineligibility (mm/dd/yyyy)	
<p>I certify this employee is not eligible to accrue service credit for the reason(s) checked below. I understand I must notify the Retirement Office if the employee later becomes eligible or separates employment.</p> <p><input type="checkbox"/> Temporary employee</p> <p><input type="checkbox"/> Non-benefited employee (as defined in the eligibility section of the URS Employer's Guide)</p> <p><input type="checkbox"/> Employee who works an average of less than 20 hours per week</p> <p><input type="checkbox"/> Teacher who teaches less than half time</p> <p><input type="checkbox"/> Classified school employee who works an average of less than 20 hours per week</p> <p><input type="checkbox"/> Full-time higher education employee eligible under an alternate retirement system</p> <p><input type="checkbox"/> Elected or appointed official who does not meet the current Tier 1 or Tier 2 eligibility requirements (as defined in the eligibility section of the URS Employer's Guide) *Date of ineligibility is the beginning date of term in office.</p> <p><input type="checkbox"/> Exchange employee</p>			
Employer Name and Number	<b>Authorized Employer Signature (Required)</b>		Date