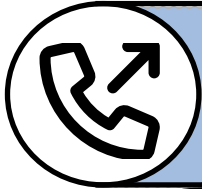
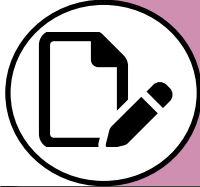


# OUT-OF-STATE SERVICE CREDIT PURCHASE

## Timeline and Expectations



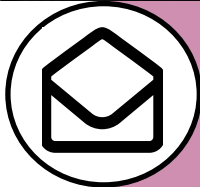
Contact TRA to have an application mailed to you.



Complete the application. This application includes a section that must be completed by your former out-of-state retirement system.



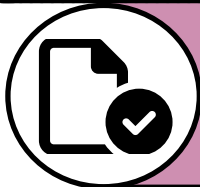
Return the original, signed application to TRA by mail, or login to your myTRA account and submit to TRA using the Document Upload Portal.



When received, TRA will determine if you meet the requirements to purchase service credit for out-of-state teaching service. If eligible, a letter and remittance form with the cost to purchase will be sent to you.



To purchase the service credit, submit the Out-of-State Teaching Service Remittance Form and payment to TRA.



TRA will issue a receipt to you when payment is received in full.

**Teachers Retirement  
Association**

60 Empire Drive  
Suite 400  
Saint Paul, MN  
55103-4000



[www.MinnesotaTRA.org](http://www.MinnesotaTRA.org)

*This publication was created and provided to you by the Teachers Retirement Association. It serves as a summary of the applicable state statutes in effect as of the date this publication was issued. In the event that there is a discrepancy between information in this publication and the governing laws and policies, the laws and policies shall apply. Plan provisions are subject to change. No information in this publication should be construed as tax, financial, or legal advice.*

*This document can be made available in alternative formats to individuals with disabilities by calling 651.296.2409 or 800.657.3669, or through the Minnesota Relay Service at 800.627.3529.*